

City and County of San Francisco

Edwin M. Lee
Mayor



Department of Human Resources

Micki Callahan
Human Resources Director

Date: February 19, 2016

To: The Honorable Civil Service Commission

Through: Micki Callahan
Human Resources Director *[Signature]*

From: Cynthia Avakian, AIR
Joan Lubamersky, ADM
Stacey Camillo, DPW
Rachel Buerkle, ENV
Cynthia Hamada, MTA
Shamica Jackson/Stacey Lo, PUC
Sean McFadden, REC
Genie Wong, POL
Lavena Holmes, PRT
Jacquie Hale, DPH
Diane Lim, ADP
Kris Damalas, ECN
Brent Lewis, DHR

Subject: **Personal Services Contracts Approval Request**

This report contains twenty-five (25) personal services contracts (PSCs) in accordance with the revised Civil Service Commission (CSC) procedures for processing PSCs that became effective on November 5, 2014.

The services proposed by these contracts have been reviewed by Department of Human Resources (DHR) staff to evaluate whether the requesting departments have complied with City policy and procedures regarding PSCs. The proposed PSCs have been posted on the DHR website for seven (7) calendar days. CSC procedures for processing PSCs require that any appeal of these contracts be filed in the office of the CSC, Executive Officer during the posting period.

No timely appeals have been filed regarding the PSCs contained in this report. These proposed PSCs are being submitted to the CSC for ratification/approval.

DHR has prepared the following cost summary for personal services contracts that have been processed through the Department of Human Resources to date:

| Total of this Report | YTD Expedited Approvals FY2015-2016 | Total for FY2015-2016 |
|----------------------|--|-----------------------|
| \$50,230,000 | \$114,161,837 | \$2,714,892,725 |

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Published on *Personal Services Request Database* (<http://apps.sfgov.org/dhrdrupal>)[Home >](#)**POSTING FOR****March 07, 2016****PROPOSED PERSONAL SERVICES CONTRACTS – REGULAR****Commission Hearing Date**

2016-03-07

APPLY

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|--|-----------------|--|--------------------------|------------------------|------------------|
| 49939 - 15/16 | AIRPORT COMMISSION | \$9,900,000.00 | Provide solid waste collection, transport, sorting, composting, disposal, and analytical services for San Francisco International Airport (SFO). The work includes the collection of solid wastes generated at SFO on a regular basis as well as perform emergency and unscheduled pick-ups at the Airport's request. In addition, the service provider shall manually segregate recyclable materials from mixed wastes at its sorting facility and arrange for the sale of such materials. The contractor shall also perform regular maintenance and housekeeping of compactors and their appurtenances. Lastly, the contractor shall submit quarterly waste stream report to SFO detailing tonnages by waste type, recycling rate, and landfilled loads. | May 1, 2016 | June 30, 2021 | REGULAR |
| 45291 - 15/16 | GENERAL SERVICES AGENCY - CITY ADMIN | \$1,500,000.00 | Provide specialized services in conceptual planning, existing street and utility systems, mapping, land transfers, infrastructure improvements, open space and parks plan review, infrastructure construction, and vertical construction interface, to support the Treasure Island Redevelopment Program on an as-needed basis. Work shall include providing professional engineering, architectural and technical services related to the development and facilitating submittal reviews. Tasks to be performed when City agencies are not available to do so or do not have the specialized expertise necessary. | February 1, 2016 | January 31, 2019 | REGULAR |
| 46201 - 15/16 | GENERAL SERVICES AGENCY - CITY ADMIN | \$2,000,000.00 | Provide sporadic, as-needed specialized services in conceptual planning, existing street and utility systems, mapping, land transfers, infrastructure improvements, open space and parks plan review, infrastructure construction, and vertical construction interface, to support the Treasure Island Redevelopment Program. Work will include providing professional engineering, architectural and technical services related to the development and facilitation of submittal reviews. For example, work to be performed includes TIDA's responsibility for Sea Level Rise monitoring and provide noise, wind and vibration monitoring in order to prevent adverse impacts on the islands natural habitat, both plants and animals. City employees will the preferred provider for non-specialized services. | February 1, 2016 | January 31, 2019 | REGULAR |
| 41026 - 15/16 | GENERAL SERVICES AGENCY - PUBLIC WORKS | \$10,000,000.00 | Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities. We intend to award 2 as-needed contracts with Federal Transit Administration (FTA) federal procurement requirements for San Francisco Municipal Transportation Agency (SFMTA) projects and 3-4 contracts for Public Works with local procurement requirements. | March 1, 2016 | March 1, 2022 | REGULAR |
| 47894 - 15/16 | | \$250,000.00 | | March 8, 2016 | September 8, 2016 | REGULAR |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|---------------|--|--------------|---|--------------------------|------------------------|------------------|
| | GENERAL SERVICES AGENCY - PUBLIC WORKS | | The San Francisco (SF) Street Smarts project is to create a miniature city designed to teach children traffic and street safety. SF Street Smarts will be modeled after a previous installation that was designed and built in Los Angeles (LA) called Richie's Neighborhood. It will simulate a series of hazards such as crossing the street at an intersection, looking both ways, cars backing out of a driveway and a ball going into the street. The set will be designed to be packed up and fit into a truck so that it can move around to different sites to set up for children to use. SF Street Smarts will be a sole source project utilizing the design expertise from the designer of the LA Street Smarts project. That designer is the only one that has the knowledge and expertise to create a San Francisco installation based on the previous installation. | | | |
| 48148 - 15/16 | ENVIRONMENT | \$150,000.00 | The contractor will provide collection and disposal of home-generated medicine waste delivered by San Francisco residents to designated pharmacies and police stations in San Francisco as part of San Francisco's Safe Medicine Disposal Pilot Program. Collection must be available on both a scheduled and on-call basis, depending on the collection site's individual needs. The contractor will also provide supplies and equipment as necessary for accomplishing this work. | May 1, 2016 | September 30, 2020 | REGULAR |
| 46637 - 15/16 | MUNICIPAL TRANSPORTATION AGENCY | \$250,000.00 | The Contractor will plan, coordinate, and conduct outreach to San Franciscans of all ages to provide encouragement to ride bicycles and do so in a safe manner via educational activities, rides and training. Safety and concerns about safety are significant barriers to people bicycling in the city. These activities will also help to educate the growing number of people riding bicycles about the laws of safe bicycling, as well as to equip bicyclists with adequate street skills to meet complex traffic issues encountered daily on the streets of San Francisco. This work is a key strategy identified in San Francisco's Vision Zero Education Strategy. | March 16, 2016 | March 30, 2018 | REGULAR |
| 47343 - 15/16 | PUBLIC UTILITIES COMMISSION | \$400,000.00 | An independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the San Francisco Public Utilities Commission(SFPUC). | April 15, 2016 | June 30, 2019 | REGULAR |
| 47733 - 15/16 | RECREATION AND PARK COMMISSION | \$200,000.00 | Urban design, planning and community outreach services to prioritize improvements for John McLaren Park. This work will generate a list of priority projects that the Recreation and Park Department will address over the next few years. It is anticipated that the Recreation and Park Department will work on these future project with with the Department of Public Works design team. | February 15, 2016 | December 15, 2017 | REGULAR |
| 48798 - 15/16 | POLICE | \$300,000.00 | In response to the San Francisco District Attorney's and San Francisco Public Defender's concerns regarding personnel issues at the San Francisco Police Department (SFPD) Crime Lab Deoxyribonucleic (DNA) Unit , the SFPD is seeking a contractor to perform an independent quality review of the SFPD Crime Lab DNA Unit. The contractor will provide the following services: 1. Review a variety of documents (including but not limited to DNA technical manuals, records and logs, case files, quality assurance/quality control manuals, policies and procedures, audit documents, training manuals and policies, studies, and correspondence with the American Society of Crime Lab Directors (ASCLD); 2. Interview key lab staff on-site; 3. Feedback and recommendation reports to ensure best industry practices implementation; and 4. Direction for the lab. | April 1, 2016 | March 31, 2017 | REGULAR |
| 45984 - 15/16 | MUNICIPAL TRANSPORTATION AGENCY | \$200,000.00 | The contractor will provide as-needed technical expertise in website development, redesign, and maintenance that includes installing an | March 8, 2016 | March 8, 2020 | REGULAR |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|-----------------------------|------------------|----------------|---|--------------------------|------------------------|------------------|
| | | | updated Drupal Web Content Management System (WCM) for the San Francisco Municipal Transportation Agency (SFMTA) website. The Drupal WCM is a software system that provides website authoring, collaboration, and administration tools designed to allow users with little knowledge of web programming languages to create and manage website content. The contractor will implement a citywide WCM, cloud-based solution that can grow with the agency and city that has flexibility to provide web and mobile users with real time transit data based on their geographic location. | | | |
| 41779 - 15/16 PORT | | \$3,000,000.00 | The Port seeks to create a pre-qualified pool of four (4) firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases. | April 1, 2016 | March 31, 2020 | REGULAR |
| 41969 - 15/16 PORT | | \$6,000,000.00 | The Port intends to issue a Request for Qualifications to establish a pool of four (4) qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually maritime related for maintenance and improvements of the Port's aging infrastructure. | April 1, 2016 | March 31, 2021 | REGULAR |
| 45761 - 15/16 PUBLIC HEALTH | | \$2,000,000.00 | The contractor will develop, implement and report on surveys of Department of Public Health (DPH) patients and employees. Patient surveys will gather data and feedback from to increase DPH efforts to make care more patient-centered by identifying key areas for delivery system improvement and Informing DPH efforts help patients manage their health. Patient experience data will also be used to compare health care quality by patients, providers, payers, policymakers and the general public, especially by patients wishing to compare provider information as they choose a provider. Workforce surveys will gather information and feedback from DPH employees measuring factors that contribute to overall job satisfaction, using on both paper and online methodologies, with a final statistical analysis and report back to DPH management. Surveys will be developed in partnership with DPH managers in order to customize them to DPH, with DPH retaining all data and reports. | October 1, 2015 | September 30, 2020 | REGULAR |
| 48678 - 15/16 PUBLIC HEALTH | | \$8,000,000.00 | The contractor(s) will advise and assist Department executive, senior and management staff; assess DPH's readiness to implement a new unified EHR; identify risks in the planning for the EHR; develop an EHR Preliminary Implementation Plan; recommend a strategy for master data management, electronic master patient index, archive, enterprise data warehouse, customer relation software and Enterprise Content Management (ECM); identify a product displacement timeline and costs associated with any non-EHR vendor solution; reconcile displaced vendors with EHR and dollars saved; assist in determining the degree to which the selected EHR alternative addresses DPH needs and identify functional areas which need to be addressed by legacy or other third party solutions; help identify product gaps between proposal and existing products that allows DPH to coordinate and successfully manage core EHR and related activities; provide advice and consultation to DPH in vendor negotiations; provide an analysis of EHR partner assumptions and staffing models and refine budgeting and contracting issues and information; assist in identifying and applying industry standards for Service Level Agreements (SLAs); assist in developing an effective administrative structure within the Department of Public Health (DPH) and between DPH and the selected Electronic Health Record | January 1, 2016 | December 31, 2019 | REGULAR |

| PSC No | Dept Designation | PSC Amount | Description of Work | PSC Estimated Start Date | PSC Estimated End Date | Type of Approval |
|--------|---------------------|------------|---|--------------------------------|------------------------------|---------------------|
| | | | (EHR) vendor; and, when a solution is determined, contractor will also provide project management, program audit and compliance services. | | | |

TOTAL AMOUNT \$44,150,000



[Home >](#)**Posting For March 07, 2016****Proposed Modifications to Personal Services Contracts**

Commission Hearing Date

2016-03-07

APPLY

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|-------------------------------|-------------------------|---|-------------------|------------------|--|------------|------------|---------------|
| 4050 10/11 - MODIFICATIONS | March 7, 2016 | ADULT PROBATION -- ADP | \$0 | \$999,300 | The San Francisco Adult Probation Department (APD) will procure the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) copyrighted software program from Northpointe Institute for Public Management, Inc. for implementing a risk/needs assessment and case management consolidated software business solution that meets APD's workflow and data information needs which includes a Justice Tracking Information System (JUSTIS) Interface and Supervise Released File Functionality. | 07/01/2016 | 06/30/2021 | REGULAR |
| 4099 10/11 - MODIFICATIONS | March 7, 2016 | AIRPORT COMMISSION -- AIR | \$0 | \$12,000,000 | Design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders and smart-card taxi revenue collection system at the Airport. Work includes software development, integration of current RFID readers and taxi smart-card system into new system, testing and integration of hand-held RFID readers, training for staff and ongoing maintenance. | 10/16/2015 | 06/30/2017 | REGULAR |
| 4039-13/14 - MODIFICATIONS | March 7, 2016 | GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW | \$3,000,000 | \$3,600,000 | Provide specialized services in Elevator Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. The City intends to award two (2) contracts for \$300,000 each. | 01/01/2019 | 03/31/2021 | REGULAR |
| 36583 - 15/16 - MODIFICATIONS | March 7, 2016 | ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN | \$475,000 | \$575,000 | The consultant will assist the Office of Economic and Workforce Development (OEWD) with designing, implementing, and transitioning the existing online Workforce Central (WFC) client tracking and performance management platform to integrate new federal Workforce Innovation and Opportunities Act (WIOA) provisions. Scope Change: The OEWD was awarded a \$2.9 million dollar grant to expand its TechSF initiative under the Department of Labor's American Apprenticeship program. In addition to | 02/15/2016 | 06/30/2020 | REGULAR |

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|----------------------------------|-------------------------------|---|----------------------|---------------------|--|---------------|------------|------------------|
| | | | | | ongoing maintenance, the contractor will assist the department with incorporating new data elements into the existing WorkforceCentral (WFC) platform. | | | |
| 48218 - 14/15 - MODIFICATIONS | March 7, 2016 | HUMAN RESOURCES -- HRD | \$500,000 | \$750,000 | The contractor will provide services to recruit, train and support mid-career executives as part of the annual Mayor's Senior Fellowship program. The contractor will: recruit senior level executives through national effort; match talent with departments' needs; provide on-going training and support for Fellows; and review and report on departmental outcomes, with the support of the Mayor's Office. | 05/01/2017 | 07/31/2018 | REGULAR |
| 4032-13/14 - MODIFICATIONS | March 7, 2016 | POLICE -- POL | \$360,000 | \$720,000 | Managed services for Hewlett Packard (HP) Printer and Plotter fleet at all San Francisco Police Department (SFPD) locations. Attend to service calls within 4 business hours. Monitor and provide 99% up-time of Printers, Carry Printer, Plotter Parts and supplies to replace onsite for break-fix issues. Supplies, such as toner, is to be replaced within 4 business hours at the Hall of Justice and drop-shipped to all other remote locations. Waste toner should be sent over to recycling plants at service providers expense. | 10/01/2015 | 03/31/2018 | REGULAR |
| 39481 - 13/14 - MODIFICATIONS | March 7, 2016 | POLICE -- POL | \$50,000 | \$150,000 | The San Francisco Police Department (SFPD) requires as-needed court reporting and transcription services for disciplinary hearings and Police Commission meetings and transcription of tapes from interviews performed with the SFPD's Management Control Division and other investigative units within the SFPD. | 07/01/2016 | 06/30/2019 | REGULAR |
| 4091-12/13 - MODIFICATIONS | March 7, 2016 | PUBLIC UTILITIES COMMISSION -- PUC | \$0 | \$500,000 | Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep. | 06/01/2016 | 12/31/2016 | REGULAR |
| 4132 - 08/09 - MODIFICATIONS | March 7, 2016 | PUBLIC HEALTH -- DPH | \$1,200,000 | \$2,400,000 | The Contractor will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health. The information from these sources will be integrated in to various Department information systems. | 01/01/2016 | 12/31/2019 | REGULAR |
| 39475 - 14/15 - MODIFICATIONS | March 7, 2016 | PUBLIC HEALTH -- DPH | \$495,000 | \$553,050 | Contractor will provide maintenance and support related to the implementation of | 04/01/2018 | 10/31/2018 | REGULAR |

| PSC Number | Commission Hearing Date | Department | Additional Amount | Cumulative Total | Description | Start Date | End Date | Approval Type |
|------------|-------------------------------|------------|----------------------|---------------------|--|---------------|----------|------------------|
| | | | | | <p>any upgrades needed for the EVALISYS Patient Classification System (PCS) and ongoing maintenance of the PCS. The PCS System helps San Francisco General Hospital maintain compliance with required patient-nursing ratios according to patient acuity.</p> <p>Scope Change: Contractor will provide objective interval sampling observations of actual staff time by patient acuity level, staff level, service area and shift on selected study units. Patient classification acuity system validity and reliability will be directly assessed by uni/service area and shift, as will overall compliance with Title XXII's staffing related requirements. Staff utilization effectiveness, staffing adequacy, and service quality perceptions will also be evaluated.</p> | | | |

TOTAL AMOUNT \$6,080,000

Regular/Continuing/Annual Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION -- AIRDept. Code: AIRType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: San Francisco Airport Solid Waste Management ServicesFunding Source: Airport Operating FundsPSC Amount: \$9,900,000PSC Est. Start Date: 05/01/2016PSC Est. End Date: 06/30/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide solid waste collection, transport, sorting, composting, disposal, and analytical services for San Francisco International Airport (SFO). The work includes the collection of solid wastes generated at SFO on a regular basis as well as perform emergency and unscheduled pick-ups at the Airport's request. In addition, the service provider shall manually segregate recyclable materials from mixed wastes at its sorting facility and arrange for the sale of such materials. The contractor shall also perform regular maintenance and housekeeping of compactors and their appurtenances. Lastly, the contractor shall submit quarterly waste stream report to SFO detailing tonnages by waste type, recycling rate, and landfilled loads.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary because it relates to health and safety and it contributes to the Airport goal of zero waste. Failure to collect refuse in a timely manner and to dispose of it properly could lead to conditions detrimental to people's health and the environment. SFO could not provide these services using in-house staff efficiently and effectively. Denial of this request would lead to irreparable disruptions in the normal operations at SFO.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

These services have been previously provided through a contract, most recently under PSC #4095.-10/11

D. Will the contract(s) be renewed?

Yes, if there continues to be a need for such services at the Airport.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

Requested PSC duration corresponds to the expected contract term for these services of a (5) year original term plus one additional (1) year option.

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

SFO currently generates almost 11,000 tons of waste annually or an average of about 30 tons a day. Of that amount 70% has to go through a sorting process to separate recyclables from trash. The vast amount of trash generated as well as the sorting that is required necessitates significant manpower, equipment and large facilities which the City does not possess, hence the need to outsource the work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Required skills include the ability to manage and coordinate a large scale waste collection operation, knowledge in the proper handling and disposal of trash and possessing the required environmental permits. The Work also requires truck drivers with license to operate garbage collection trucks, and staff to operate solid waste sorting facilities.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1404, Clerk; 1804, Statistician; 7355, Truck Driver; 7514, General Laborer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide numerous collection trucks, solid waste processing facilities, landfill facilities, and a composting plant.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

We have contacted the Airport's Pavement and Grounds department which performs trash collection, but only on a very small-scale basis. In addition, their capabilities are only limited to collection. They do not have the equipment to sort large amounts of solid waste nor the necessary facilities for this size of operation.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Truck Driver (7355) and General Laborer (7514) could perform this work. However, in order for the City to perform the work in-house, SFO would need have solid waste processing facilities, landfill facilities, and a composting plant to handle the quantity of waste generated on-site.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class to perform this work because SFO does not have the infrastructure to provide these services. The Airport would have to invest significant capital funds to set up a major processing facility.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training will not be required.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 12/10/2015, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021, Prof & Tech Eng, Local 21, Laborers, Local 261, Bldg Mtl & Constr Teamsters, L 853, SEIU Local 1021, Prof & Tech Eng, Local 21, Laborers, Local 261, Bldg Mtl & Constr Teamsters, L 853,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfso.com

Address: PO Box 8097 San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 49939 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Ricardo Valle (AIR)

From: Ricardo Valle (AIR)
Sent: Friday, December 11, 2015 9:05 AM
To: 'dharrington@teamsters853.org'
Cc: 'lkuhls@teamsters853.org'
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 49939 - 15/16

Hi Daniel

I'm forwarding you this PSC notification for PSC 49939-15/16 as your email was not automatically uploaded to database. Please see email trail.

Thank you

Ricardo E. Valle
City & County of San Francisco
San Francisco International Airport
Contracts Administration Unit
Office: (650)821-2023
Email: ricardo.e.valle@flysfo.com

-----Original Message-----

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.avakian@flysfo.com
Sent: Thursday, December 10, 2015 6:02 PM
To: Cynthia Avakian (AIR); Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; amakayan@ifpte21.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; Ricardo Valle (AIR); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 49939 - 15/16

RECEIPT for Union Notification for PSC 49939 - 15/16 more than \$100k

The AIRPORT COMMISSION -- AIR has submitted a request for a Personal Services Contract (PSC) 49939 - 15/16 for \$9,900,000 for Initial Request services for the period 05/01/2016 -- 06/30/2021. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/6055> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE.

Additional Attachment(s)

April 04, 2011 Regular Meeting

Civil Service Commission - April 4, 2011

MINUTES

Regular Meeting

April 4, 2011

2:00 p.m.

ROOM 400, CITY HALL

1 Dr. Carlton B. Goodlett Place

Action:

Adopt the report; Approve request for proposed personal services contract. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0; Commissioner Seitz Gruwell recused.{Vote of 3 to 0})

Review of request for approval of proposed personal services contracts.

0085-11-8

(Item No. 9)

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|-----------------------|--------------------|-------------|--|------------------|----------|
| 4095-10/11 | Airport Commission | \$6,300,000 | Provide solid waste collection, transport, sorting composting, and disposal for SFO. | Regular | 04/30/16 |

| | | | | | |
|------------|---------------------------------|-----------|---|---------|----------|
| 4096-10/11 | Municipal Transportation Agency | \$198,502 | Provide specialized professional technical environmental and technical engineering services including planning, designing and analyzing transportation facilities, environmental review, analysis, and transportation engineering. Prepare environmental document that meets requirements of both the National Environmental Policy Act and the California Environmental Quality Act. Prepare administrative drafts of environmental impact review. | Regular | 12/31/11 |
|------------|---------------------------------|-----------|---|---------|----------|

Speakers:

Kim Walton, Municipal Transportation Agency spoke on
PSC #4096-10/11.

Action:

Adopt the report; Approve request for proposed personal services contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0086-11-8

Review of request for approval of proposed personal services contract.
(Item No. 10)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: March 9, 2011DEPARTMENT NAME: AIRPORT COMMISSIONDEPARTMENT NUMBER: 27

TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING ☐)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST ☐ MODIFICATIONTYPE OF SERVICE: SFO Solid Waste Management ServicesFUNDING SOURCE: Airport Operating FundsPSC AMOUNT: \$6,300,000PSC DURATION: 5/1/2011 - 4/30/20161. DESCRIPTION OF WORK

A. Concise description of proposed work:

Provide solid waste collection, transport, sorting, composting, and disposal services for SFO.

B. Explain why this service is necessary and the consequences of denial:

Solid waste management services are provided by entities with trained personnel, owning specialized solid waste trucks and extensive solid waste processing facilities. SFO could not provide these services, using in-house staff. Denial of this request would lead to irreparable disruptions in the normal operations of SFO.

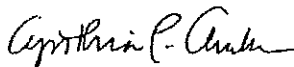
C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

The services have been previously provided through a contract, most recently under PSC # 4005 05/06.

D. Will the contract(s) be renewed? Yes, if there continues to be a need for such services at the Airport.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

IFPTE Local 21



March 9, 2011

Union Name

Signature of person mailing/faxing form

Date

SEIU 1021



March 9, 2011

Union Name

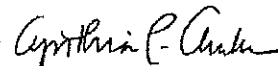
Signature of person mailing/faxing form

Date

RFP sent to: IFPTE Local 21 and SEIU 1021 on January 28, 2011

Union Name

Date



Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC # 4095-10/11

STAFF ANALYSIS/RECOMMENDATION:

Approved 4/4/11

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**A. Specify required skills and/or expertise:**

Solid waste management services are provided at SFO by an entity who has acquired a Permit from San Mateo County to perform these services. The work also requires truck drivers with license to operate garbage collection trucks, and staff to operate solid waste sorting facilities.

B. Which, if any, civil service class normally performs this work?

Civil service classes at SFO do not perform garbage collection, sorting, composting, or disposal tasks.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Contractor provides numerous garbage collection trucks, solid waste processing facilities, landfill facilities, and a composting plant.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**A. Explain why civil service classes are not applicable:**

Solid waste collection, processing, and disposal is not currently performed by civil service employees.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

City would have to invest significant capital funds for purchasing numerous solid waste trucks and setting up a major processing facility. Staff would also have to be hired and trained over an appreciable period to perform these services.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

| Yes | No |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

B. Will the contractor train City and County employees?

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

C. Are there legal mandates requiring the use of contractual services?

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

D. Are there federal or state grant requirements regarding the use of contractual services?

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

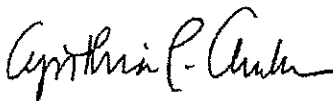
E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #10-0341.

| | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? A call for bids was issued and competitive bids were solicited for this service and South San Francisco Scavenger Company was the successful contractor.

| | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN -- ADMDept. Code: ADMType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Infrastructure engineering support servicesFunding Source: Work ordersPSC Duration: 3 yearsPSC Amount: \$1,500,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide specialized services in conceptual planning, existing street and utility systems, mapping, land transfers, infrastructure improvements, open space and parks plan review, infrastructure construction, and vertical construction interface, to support the Treasure Island Redevelopment Program on an as-needed basis. Work shall include providing professional engineering, architectural and technical services related to the development and facilitating submittal reviews. Tasks to be performed when City agencies are not available to do so or do not have the specialized expertise necessary.

B. Explain why this service is necessary and the consequence of denial:

This contract will provide important support for the Treasure Island Development Authority (TIDA). TIDA has multiple responsibilities for review and approval of the developer's team's submittals to implement the development in accordance with the Development and Disposition Agreement (DDA) and Development Agreement (DA). TIDA is supported by City Agencies. Without this contract, TIDA will not be able to complete the work properly or in a timely manner, delaying development and resulting in failure of the City to meet DA/DDA obligations.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service has been provided by Department of Public Works employees, but now additional services are required

D. Will the contract(s) be renewed?

Unknown

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

Specialized skills are required for some tasks which are not possessed by City classifications. Due to deadlines and peak work loads, City employees are not able to perform other aspects of the project. In these cases, the vendor would provide them.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: While the Scope of Work covers a range of services, it is predominantly Civil Engineering-related services. Engineering consultants must be licensed as Professional Engineers with registration by the State of California as Professional Engineers in the respective disciplines. Architects must be licensed by AIA, and other specialists shall have the equivalent professional licenses to perform their respective expert services.

B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

TIDA has been working with City agencies, primarily the Department of Public Works, Public Utilities Commission, Municipal Transit Agency, Department of Building Inspection and Planning. These services are intended only to supplement interdepartmental efforts when required. Public Works has utilized internal staff in the past, and now the workload requires additional personnel to support all of the review and approvals needed per the Development Agreement guiding the development.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The large number of large development projects currently ongoing – California Pacific Medical Center, Candlestick Park, Hunters Point Shipyard, Park Merced, Pier 70, Treasure Island and others – is taxing the capacity of City Agencies to review and process submittals. This contract will provide supplemental staff to assist TIDA in coordinating and facilitating reviews for the Treasure Island Redevelopment Project

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. Not currently – this unprecedented level of development, which will continue for a few years, doesn't justify adopting new classifications. Work is not expected to last beyond a few years.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
City employees are able to perform these services. This work is for short term peak workloads.

C. Are there legal mandates requiring the use of contractual services?

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. **Union Notification:** On 12/07/2015, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21, Architect & Engineers, Local 21,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45291 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, December 07, 2015 5:17 PM
To: Lubamersky, Joan (ADM); richardisen@gmail.com; L21PSCReview@ifpte21.org;
Lubamersky, Joan (ADM); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45291 - 15/16

RECEIPT for Union Notification for PSC 45291 - 15/16 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 45291 - 15/16 for \$1,500,000 for Initial Request services for the period 02/01/2016 – 01/31/2019. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/6140> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - CITY ADMIN – ADMDept. Code: ADMType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Multi-Disciplinary Engineering and Technical ServicesFunding Source: Work ordersPSC Duration: 3 yearsPSC Amount: \$2,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide sporadic, as-needed specialized services in conceptual planning, existing street and utility systems, mapping, land transfers, infrastructure improvements, open space and parks plan review, infrastructure construction, and vertical construction interface, to support the Treasure Island Redevelopment Program. Work will include providing professional engineering, architectural and technical services related to the development and facilitation of submittal reviews. For example, work to be performed includes TIDA's responsibility for Sea Level Rise monitoring and provide noise, wind and vibration monitoring in order to prevent adverse impacts on the islands natural habitat, both plants and animals.

City employees will be the preferred provider for non-specialized services.

B. Explain why this service is necessary and the consequence of denial:

Contractors will provide important support for the Treasure Island Development Authority (TIDA). TIDA has multiple responsibilities for review and approval of the developer's team's submittals to implement the development in accordance with the Development and Disposition Agreement (DDA) and Development Agreement (DA) negotiated between the City and the developer and the agreements between the Developer and TIDA. Without this contract, TIDA will not be able to complete the work properly or in a timely manner, delaying development and resulting in failure of the City to meet DA/DDA contractual obligations.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Some years ago, during the development process for Mission Bay, as needed services like these were provided. For TIDA, many of the review services will continue to be done by City staff. Services to be provided under contract will be when specialized needs arise or when workload peaks preclude City staff from performing work.

D. Will the contract(s) be renewed?

Unknown

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

Please see attachment.

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

Services to be provided will either (a) require special skills that City employees do not possess, or (b) be needed during peak periods when City employees are not available to do the work.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: While the Scope of Work covers a range of services, it is predominantly Civil Engineering-related services. Engineering consultants must be licensed as Professional Engineers with registration by the State of California as Professional Engineers in the respective disciplines. Architects must be licensed by AIA, and other specialists shall have the equivalent professional licenses to perform their respective expert services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5201, Junior Engineer; 5203, Asst Engr; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5241, Engineer; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Most of the services for this project will be performed by City employees.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil service classes are applicable for some of the work. The City does not have classifications that perform the specialized work such as noise, wind and vibration analysis.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. There is not sufficient need in the City for the specialized work, and the City does have civil services classes that perform the other work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
This contract is to provide specialized services when City employees are not available to perform them or, in limited cases, when there are no City classifications that perform the work. Those specialized skills (e.g., specialized noise, wind, vibration analysis) are not required for City projects frequently enough to warrant training.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 12/07/2015, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21, Architect & Engineers, Local 21,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Joan Lubamersky Phone: 4155544859 Email: joan.lubamersky@sfgov.org

Address: One Carlton B. Goodlett Place, Room 362 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46201 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Lubamersky, Joan (ADM)

From: dhr-psccordinator@sfgov.org on behalf of joan.lubamersky@sfgov.org
Sent: Monday, December 07, 2015 5:28 PM
To: Lubamersky, Joan (ADM); richardisen@gmail.com; L21PSCReview@ifpte21.org;
Lubamersky, Joan (ADM); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 46201 - 15/16

RECEIPT for Union Notification for PSC 46201 - 15/16 more than \$100k

The GENERAL SERVICES AGENCY - CITY ADMIN -- ADM has submitted a request for a Personal Services Contract (PSC) 46201 - 15/16 for \$2,000,000 for Initial Request services for the period 02/01/2016 -- 01/31/2019. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/6126> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)



OFFICE OF THE CITY ADMINISTRATOR



Edwin M. Lee, Mayor
Naomi M. Kelly, City Administrator

December 7, 2015

MEMORANDUM

TO: Civil Service Commission
FROM: Joan Lubamersky, Contract Coordinator
SUBJ: PSC 46201-15.16 Duration of Five Years
Multidisciplinary Engineering and Technical Support

The as-needed multi-disciplinary and technical specialized services will be required over the long process of the Treasure Island Redevelopment Program (the "Project"), as land is conveyed from the Navy to TIDA and redeveloped by a Master Developer in keeping with a Board of Supervisor's approved Master Plan (Design for Development) document that outlines how parts of the island will be converted to new uses and uses are relocated.

Due to the long term nature, the large scale of the work to be completed, and the phasing of the Navy land conveyance, improvements will be made in four Major Phases, anticipated to occur over a period of 15-20 years. The initial land transfer occurred in May 2015, the first Major Phase was approved in June 2015, and the first Sub-Phase in Major Phase 1 is pending approval in December 2015. The Treasure Island redevelopment project has taken approximately 15 years to come to this point. These anticipated technical support tasks will require at least five years to complete.

Examples of work to be performed include a wide range of services and topics. For example, TIDA's responsibility for Sea Level Rise monitoring, which may include specialized geotechnical, hydrologic, surveying and mapping, and hydrodynamic analyses to determine the progress of sea level rise over time, which, if it occurs beyond an established threshold, could trigger adaptive management measures to the planned perimeter walls and stormwater outfall structures to prevent flooding. If required, in addition to monitoring activities, this future work will also need specialized technical expertise and supplemental staff to implement the needed adaptations.

Another example is TIDA's responsibility to provide noise, wind and vibration monitoring during construction as part of the Habitat Management Plan and associated mitigations prepared for the Project, in order to prevent adverse impacts from construction on the island's natural habitat (both plants and animals).

These and other specialized services require our request for a duration of five years.

Thank you for your consideration.

Copy to: Bob Beck, Director, Treasure Island

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Architectural Design ServicesFunding Source: Departmental Work OrdersPSC Amount: \$10,000,000PSC Est. Start Date: 03/01/2016PSC Est. End Date 03/01/2022**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities. We intend to award 2 as-needed contracts with Federal Transit Administration (FTA) federal procurement requirements for San Francisco Municipal Transportation Agency (SFMTA) projects and 3-4 contracts for Public Works with local procurement requirements.

B. Explain why this service is necessary and the consequence of denial:

The as-needed contracts will only be utilized when Public Works cannot provide the services in a timely manner due to unavailability of staff or when specialty services are required. If services cannot be provided in a timely manner the City's ongoing operations will be impacted and thereby cause delays to the provision of services necessary for the public interest.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service has been provided in the past through PSC 4095-09/10.

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

Public Works' as-needed contract durations cannot exceed 5 years. The duration of this PSC exceeds 5 years to account for additional time for advertising, evaluations, and negotiations prior to award of a contract.

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

B. Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required. Certain federal or state grants require utilization of specialized contract services.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Professional architectural services typically required for building projects in the public sector; services of licensed sub-consultants with expertise including but not limited to the following disciplines: historic preservation, civil, structural, electrical, mechanical/plumbing, resource efficiency with availability of Leadership in Energy & Environmental Design (LEED) Accredited Professionals, LEED Compliance, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and facilities' furnishings/ interior design.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Department has recruited and hired more people for above civil service classes. As-needed contract services will only be utilized when and if the work cannot be prudently performed by internal staff.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
These are as-needed contract services only. They will only be utilized when the following conditions exist: • The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest. • Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. These services are only going to be utilized on an as-needed basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training is needed since this service will only be utilized when the Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or specialized services are required that are not available internally.
- C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

As there will be a few Federal contracts procured for this service, we will not be able to implement Local Procurements, according to FTA Circular 4220.1F Chapter II,2.a. (1)(a): "States. When procuring property and services under a grant or cooperative agreement, a State may use the same procurement policies and procedures that it uses for acquisitions not financed with Federal assistance. At a minimum, the State must comply with the federally mandated requirements on contract term limitations for revenue vehicle purchases, competition, prohibitions against geographic preferences, procurement of architectural engineering (A&E) services, and awards to responsible contractors. The State must also ensure that each purchase order and contract financed with FTA assistance includes all provisions required by Federal statutes and their implementing regulations." FTA Circular Website:
http://www.fta.dot.gov/legislation_law/12349_8641.html

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/11/2016, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21, Prof & Tech Eng, Local 21,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41026 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of stacey.camillo@sfdpw.org
Sent: Monday, January 11, 2016 4:14 PM
To: Camillo, Stacey (DPW); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Tsang, Tiffany (DPW); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41026 - 15/16

RECEIPT for Union Notification for PSC 41026 - 15/16 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 41026 - 15/16 for \$10,000,000 for Initial Request services for the period 03/01/2016 -- 03/01/2022. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/6286> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4095-09/10)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Architectural Design ServicesFunding Source: Departmental Work OrdersPSC Original Approved Amount: \$3,000,000PSC Original Approved Duration: 05/01/10 - 08/30/15 (5 years 17 weeks)PSC Mod#1 Amount: \$1,125,000PSC Mod#1 Duration: no duration addedPSC Mod#2 Amount: \$4,000,000PSC Mod#2 Duration: 05/01/10-08/30/18 (3 years 1 day)PSC Mod#3 Amount: \$375,000PSC Mod#3 Duration: no duration addedPSC Mod#4 Amount: \$150,000PSC Mod#4 Duration: no duration addedPSC Mod#5 Amount: \$2,000,000PSC Mod#5 Duration: 05/01/10-09/04/18 (5 days)PSC Cumulative Amount Proposed: \$10,650,000PSC Cumulative Duration Proposed: 8 years 18 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Architectural services on an as-needed basis, for public building projects including but not limited to master plans, environmental reviews, programming and planning studies, assessments of existing facilities, green building evaluations, utility studies, design drawings, specifications, cost estimates, project schedules, adaptive re-use of existing facilities, modifications to life safety systems and other infrastructure, and new facilities.

B. Explain why this service is necessary and the consequence of denial:

The as-needed contracts will only be utilized when DPW cannot provide the services in a timely manner due to unavailability of staff or when specialty services are required. If services cannot be provided in a timely manner the City's ongoing operations will be impacted and thereby cause delay to the provision of services necessary for the public interest.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes, from original PSC 4095-09/10

D. Will the contract(s) be renewed?

No.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
This service is needed on an as-needed basis. Public Work's as-needed contracts will have a term of no more than 5 years.

2. Reason(s) for the Request

A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This service will only be required on an as-needed basis when either City staff don't have the capacity to fulfill all project requests, causing delays, or if specialized services are required.

B. Reason for the request for modification:

This Mod #5 Request is to increase the capacity for current architectural design services contracts by 50% and extend the duration to accommodate the actual contract duration as awarded. These as-needed contracts are necessary to support Public Works on special projects that require expertise that are not provided by staff, and when the staff cannot meet project demands due to heavy work load.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Professional architectural services typically required for building projects in the public sector; services of licensed subconsultants with expertise including but not limited to the following disciplines: historic preservation, civil, structural, electrical, mechanical/plumbing, resource efficiency with availability of LEED Accredited Professionals, LEED Compliance, elevator, fire protection, code compliance, waterproofing, roofing, landscape architecture, and facilities' furnishings/ interior design.

B. Which, if any, civil service class(es) normally perform(s) this work? 5211, Eng/Arch/Landscape Arch Sr; 5211, Eng/Arch/Landscape Arch Sr; 5215, Fire Protection Engineer; 5218, Structural Engineer; 5219, Senior Structural Engineer; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5262, Landscape Architect Assoc 1; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The City currently has resources and classifications to perform this work. Due to the nature of this contract, services will only be needed on an intermittent basis when City staff does not have the capacity to fulfill work.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist: • The Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or • Specialized services are required that are not available internally and for which there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: The services are only going to be utilized on an as-needed basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training is needed, as this service will only be utilized when the Bureau is working at full capacity and postponement of pending projects would be contrary to the public interest, or specialized services are required that are not available internally
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, modification is for existing contracts.

7. Union Notification: On 10/15/15, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Architect & Engineers, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Sung Kim Phone: 415-554-6417 Email: sung.kim@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4095-09/10

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/26/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPWDept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: San Francisco Street Smarts (Mini City) (Sole Source)Funding Source: Departmental Work OrdersPSC Amount: \$250,000PSC Est. Start Date: 03/08/2016PSC Est. End Date 09/08/2016**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco (SF) Street Smarts project is to create a miniature city designed to teach children traffic and street safety. SF Street Smarts will be modeled after a previous installation that was designed and built in Los Angeles (LA) called Richie's Neighborhood. It will simulate a series of hazards such as crossing the street at an intersection, looking both ways, cars backing out of a driveway and a ball going into the street. The set will be designed to be packed up and fit into a truck so that it can move around to different sites to set up for children to use. SF Street Smarts will be a sole source project utilizing the design expertise from the designer of the LA Street Smarts project. That designer is the only one that has the knowledge and expertise to create a San Francisco installation based on the previous installation.

B. Explain why this service is necessary and the consequence of denial:

The objective of SF Street Smarts is to educate elementary school-aged children living in San Francisco about the hazards associated with walking near, in and around our city streets. This mobile installation will help support the City's Vision Zero Policy to eliminate traffic fatalities by 2024 by helping educate children on public traffic safety by using life size intersections with real traffic signals and simulated hazards. Public Works would like to utilize the design and expertise of the designer of the LA Streets Smarts as they already have the knowledge and expertise from their previous installation in Los Angeles. This will help minimize the design schedule and construction costs by utilizing the previous design details and lessons learned from the LA Streets Smarts.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This type of service has not been provided in the past and is a unique service.

D. Will the contract(s) be renewed?

No

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

The services needed for this complex project require a unique expertise to help create an installation that is similar to an installation that the designer made for the city of Los Angeles. The working knowledge by the designer is crucial to the success of this project and will greatly reduce the design and fabrication costs with their prior knowledge and experience.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Designer's expertise and knowledge in creating a miniature city to teach children traffic and street safety. Also, the project will require an expertise in set design, fabrication, artistic painting, electrical and wireless technology.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5320, Illustrator and Art Designer;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
The designer will design and fabricate project in a studio in Los Angeles and then will transport the product to San Francisco.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

We have looked at available resources within the City and have determined that City staff do not have the availability/resources/expertise to provide required services. We also reached out the IFPTE Local 21 Union representative for suggestions but were not successful. In addition, Local 21 has waived the union notification period (see attached).

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil service employees do not have the expertise or knowledge needed for this complex and unique project.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, this type of services is unique and the Addback money from the Supervisor's Office has to be expended by the end of this fiscal year.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
There are no training associated with this project.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service?
If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 02/08/2016, the Department notified the following employee organizations of this PSC/RFP request:
Architect & Engineers, Local 21, Architect & Engineers, Local 21,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

Address: 1155 Market Street, 4th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47894 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Lim, Michelle (DPW)
Sent: Thursday, February 11, 2016 2:52 PM
To: pkim@ifpte21.org
Cc: Froehlich, David (DPW); Olea, Cristina (DPW); Choi, Suzanne (HRD)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 47894 - 15/16
Attachments: RE: (Mini City) Professional Service Contract

Hi Paul,

For your record. The SF Street Smarts (Mini City) project that you've waived the union notification period (see attached) for is PSC# 47894 - 15/16.

Best Regards,



Michelle Lim
Senior Contract Analyst

Contract Administration Division
San Francisco Public Works
City and County of San Francisco
1155 Market Street, 4th Floor
San Francisco, CA 94103
(415) 554-6233 · Michelle.Lim@sfdpw.org
sfpublicworks.org · twitter.com/sfpublicworks

-----Original Message-----

From: dhr-psccordinator@sfgov.org [<mailto:dhr-psccordinator@sfgov.org>] On Behalf Of stacey.camillo@sfdpw.org
Sent: Monday, February 08, 2016 4:41 PM
To: Camillo, Stacey (DPW) <Stacey.Camillo@sfdpw.org>; richardisen@gmail.com; L21PSCReview@ifpte21.org; Lim, Michelle (DPW) <Michelle.Lim@sfdpw.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) <dhr-psccordinator@sfgov.org>
Subject: Receipt of Notice for new PCS over \$100K PSC # 47894 - 15/16

RECEIPT for Union Notification for PSC 47894 - 15/16 more than \$100k

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a request for a Personal Services Contract (PSC) 47894 - 15/16 for \$250,000 for Initial Request services for the period 03/08/2016 -- 09/08/2016. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/6416> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE.

Lim, Michelle (DPW)

From: Froehlich, David (DPW)
Sent: Thursday, February 04, 2016 4:52 PM
To: Paul Kim
Cc: Olea, Cristina (DPW); Lim, Michelle (DPW)
Subject: RE: (Mini City) Professional Service Contract

Follow Up Flag: Follow up
Flag Status: Flagged

Thank you Paul!



David Froehlich, PLA
Project Manager

Project Management and Construction | Streetscapes | San Francisco Public Works | City and County of San Francisco
30 Van Ness Avenue, 5th Floor | San Francisco, CA 94102 | (415) 558-4041 | sfpublicworks.org · twitter.com/sfpublicworks

From: Paul Kim [mailto:pkim@ifpte21.org]
Sent: Thursday, February 04, 2016 4:35 PM
To: Froehlich, David (DPW) <David.Froehlich@sfdpw.org>
Subject: RE: (Mini City) Professional Service Contract

Yes, we are waiving the notification period for this PSC.

Paul

From: Froehlich, David (DPW) [mailto:David.Froehlich@sfdpw.org]
Sent: Thursday, February 04, 2016 4:18 PM
To: Paul Kim <pkim@ifpte21.org>
Subject: RE: (Mini City) Professional Service Contract

Hi Paul,

Do you know if we still need to go through the notification or will it be waived?

Thank you!
David



David Froehlich, PLA
Project Manager

Project Management and Construction | Streetscapes | San Francisco Public Works | City and County of San Francisco

From: Froehlich, David (DPW)
Sent: Tuesday, February 02, 2016 11:06 AM
To: 'Paul Kim' <pkim@ifpte21.org>
Subject: RE: (Mini City) Professional Service Contract

Hi Paul,

Are you waiving the 30-day Union Notification period?
I need to know for the PSC submittal.

Thanks,
David



David Froehlich, PLA
Project Manager

Project Management and Construction | Streetscapes | San Francisco Public Works | City and County of San Francisco

30 Van Ness Avenue, 5th Floor | San Francisco, CA 94102 | (415) 558-4041 | sfpublicworks.org · twitter.com/sfpublicworks

From: Paul Kim [mailto:pkim@ifpte21.org]
Sent: Tuesday, February 02, 2016 10:31 AM
To: Froehlich, David (DPW) <David.Froehlich@sfdpw.org>; Carr, Nick (MTA) <nick.carr@sfmta.com>; Seagrave, John (DPW) <John.Seagrave@sfdpw.org>; Maura Martin <maura.a.martin09@gmail.com>; Meyer, Marion (DPW) <Marion.Meyer@sfdpw.org>; Validzic, Ana (DPH) <ana.validzic@sfdph.org>
Cc: Olea, Cristina (DPW) <Cristina.C.Olea@sfdpw.org>
Subject: RE: (Mini City) Professional Service Contract

Hi David,

With the information given the union, Local 21, has no objection with DPW moving forward with this project. If you need anything else, please let me know. Thank you.

Paul Kim
Representative/Organizer
IFPTE Local 21
1167 Mission St, 2nd Floor
San Francisco, CA 94103
(415) 914-7351

From: Froehlich, David (DPW) [mailto:David.Froehlich@sfdpw.org]
Sent: Tuesday, February 02, 2016 10:28 AM
To: Carr, Nick (MTA) <nick.carr@sfmta.com>; Seagrave, John (DPW) <John.Seagrave@sfdpw.org>; Paul Kim <pkim@ifpte21.org>; Maura Martin <maura.a.martin09@gmail.com>; Meyer, Marion (DPW) <Marion.Meyer@sfdpw.org>; Validzic, Ana (DPH) <ana.validzic@sfdph.org>

Cc: Olea, Cristina (DPW) <Cristina.C.Olea@sfdpw.org>

Subject: RE: (Mini City) Professional Service Contract

Thanks Nick!

We have already contacted Ana to be a part of the project but that's great to hear some of the history of SafeMoves City.



David Froehlich, PLA
Project Manager

Project Management and Construction | Streetscapes | San Francisco Public Works | City and County of San Francisco
30 Van Ness Avenue, 5th Floor | San Francisco, CA 94102 | (415) 558-4041 | sfpublicworks.org · twitter.com/sfpublicworks

From: Carr, Nick [<mailto:Nick.Carr@sfmta.com>]

Sent: Tuesday, February 02, 2016 10:04 AM

To: Seagrave, John (DPW) <John.Seagrave@sfdpw.org>; Paul Kim <pkim@ifpte21.org>; Maura Martin <maura.a.martin09@gmail.com>; Meyer, Marion (DPW) <Marion.Meyer@sfdpw.org>; Froehlich, David (DPW) <David.Froehlich@sfdpw.org>; Validzic, Ana (DPH) <ana.validzic@sfdph.org>

Subject: (Mini City) Professional Service Contract

Hi all,

We did once have a version of this kind of miniature movable cityscape that was manufactured by SafeMoves, out of LA. Initially it was housed in a trailer at Northern Police Station and I managed it. Ana Validzic inherited it from me more than a decade ago, and may still have components of the SafeMoves City. I am copying Ana here, so she can join the discussion. Her input will be critical on any pending purchase of this kind of moveable environment. I like the looks of the StreetSmarts set. It may even be an evolution of the SafeMoves City.

Nick Carr

Senior Planner
San Francisco Municipal Transportation Agency
1 South Van Ness Avenue, 7th Floor
San Francisco, CA 94103
Email: nick.carr@sfmta.com
Phone: 415.701.4468
www.sfmta.com

Please note that I will be out of the office February 3-9.



Find us on: [Facebook](#) [Twitter](#) [YouTube](#)

From: Seagrave, John (DPW) [<mailto:John.Seagrave@sfdpw.org>]

Sent: Monday, February 01, 2016 4:07 PM

To: Paul Kim; Maura Martin; Meyer, Marion; Froehlich, David

Cc: Carr, Nick
Subject: RE: Professional Service Contract

Paul,
Tech engineers could draft design for this but the contract is for construction as well and I am not familiar with the DPW carpentry capabilities...don't know anyone who works there.

David,
Have you talked to SFMTA Livable streets? I know they had a "bike rodeo" trailer full of mock street signs and a few props for exactly this purpose in 2002 and perhaps still / more now? Nick Carr (cc'ed here) would know who to ask if he doesn't know. Or MTA might be interested in helping district 7 pay?

Regards,

John Seagrave
Hydraulic Engineering | SF Department of Public Works
(415) 554-8305 | john.seagrave@sfdpw.org

From: Paul Kim [<mailto:pkim@ifpte21.org>]
Sent: Monday, February 01, 2016 2:32 PM
To: Maura Martin; Meyer, Marion (DPW); Seagrave, John (DPW)
Subject: FW: Professional Service Contract

Is this work Technical Engineers can do? (see attached)

From: Froehlich, David (DPW) [<mailto:David.Froehlich@sfdpw.org>]
Sent: Monday, February 01, 2016 11:49 AM
To: Paul Kim <pkim@ifpte21.org>
Subject: RE: Professional Service Contract

Hi Paul,

Public Works received Sup. Yee's addback for \$250K to build SF Street Smarts. It is a miniature city used to teach children traffic safety. Sup. Yee would like to replicate the model built by the LA Children's Hospital by hiring the same design team as LA so we don't have an RFP. Below is a link to a video about the LA project:
<https://vimeo.com/84845122>

See attached draft PSC Summary:

Let me know if you have any questions.

Thanks!
David



David Froehlich, PLA
Project Manager

Project Management and Construction | Streetscapes | San Francisco Public Works | City and County of San Francisco
30 Van Ness Avenue, 5th Floor | San Francisco, CA 94102 | (415) 558-4041 | sfpublicworks.org · twitter.com/sfpublicworks

From: Paul Kim [<mailto:pkim@ifpte21.org>]
Sent: Monday, February 01, 2016 11:12 AM
To: Froehlich, David (DPW) <David.Froehlich@sfdpw.org>
Subject: RE: Professional Service Contract

Hi David,

Yes, if you could forward me the RFP and a PSC summary and I can get back with you on that.

Paul Kim
Representative/Organizer
IFPTE Local 21
1167 Mission St, 2nd Floor
San Francisco, CA 94103
(415) 914-7351

From: Froehlich, David (DPW) [<mailto:David.Froehlich@sfdpw.org>]
Sent: Friday, January 29, 2016 3:58 PM
To: Paul Kim <pkim@ifpte21.org>
Subject: Professional Service Contract

Hi Paul,

We would like to get approval from Local 21 for a project that we would like to sole source a designer. We are hoping to get approval from the CSC at the March meeting and submit the PSC form by the February 10th deadline.

The project is SF Street Smarts and it is project is to create a miniature city designed to teach children traffic and street safety. SF Street Smarts will be modeled after a previous installation that was designed and built in Los Angeles called Richie's Neighborhood. It will simulate a series of hazards such as crossing the street at an intersection, looking both ways, cars backing out of a driveway and a ball going into the street. SF Street Smarts will be a sole source project utilizing the design expertise from the designer of the LA Street Smarts project. That designer is the only one that has the knowledge and expertise to create a San Francisco installation based on the previous installation and we would like to utilize her expertise to avoid large design costs and not have to reinvent the wheel for this project. We have a short timeframe to produce the project and a limited budget from the District 7 Supervisory.

Please let me know if you would like to meet in person to discuss this project or if there is any additional information you need from me.

Regards,
David



David Froehlich, PLA
Project Manager

Project Management and Construction | Streetscapes | San Francisco Public Works | City and County of San Francisco
30 Van Ness Avenue, 5th Floor | San Francisco, CA 94102 | (415) 558-4041 | sfpublicworks.org · twitter.com/sfpublicworks

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT -- ENVDept. Code: ENVType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Pick Up & Disposal of Residentially Generated Pharmaceutical WasteFunding Source: Grant FundingPSC Duration: 4 years 21 weeksPSC Amount: \$150,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide collection and disposal of home-generated medicine waste delivered by San Francisco residents to designated pharmacies and police stations in San Francisco as part of San Francisco's Safe Medicine Disposal Pilot Program. Collection must be available on both a scheduled and on-call basis, depending on the collection site's individual needs. The contractor will also provide supplies and equipment as necessary for accomplishing this work.

B. Explain why this service is necessary and the consequence of denial:

The SF Department of the Environment (SFDOE) and its partners, the SF Public Utilities Commission and the SF Police Department, have operated a Safe Medicine Disposal Pilot Program since April of 2012 using grant funding. The Pilot Program was established to demonstrate the viability of a pharmacy-based collection program for unwanted and expired home-generated medicines. Based on the success of the Pilot Program, the SF Board of Supervisors passed legislation in March 2015 requiring the pharmaceutical industry to develop and implement a permanent, industry-funded program for the collection and disposal of home-generated medicines under the oversight of the SFDOE. The permanent industry-funded program may be active as soon as November 1, 2015 or not until 2020, depending on the actions of the pharmaceutical industry. SFDOE has obtained additional grant funding to maintain the existing Pilot Program until such time as the permanent, industry-funded program is active. Without the Pilot Program, San Francisco residents would have no safe disposal method for home-generated medicines until such time as the permanent program is active. This would result in an increase in improper disposal to the sewer system or landfill, both of which allow pharmaceuticals to end up in local water bodies. From a public safety perspective, premature closure of the Pilot Program would also result in additional storage of unwanted and expired medicines in home medicine cabinets, increasing the likelihood of accidental poisoning and misuse or abuse of these medicines which include narcotic and addictive substances. In addition, eliminating the Pilot Program until such time as the permanent, industry-funded program is active, would result in a serious burden to the independent pharmacies who volunteered to participate in the Pilot Program. Residents would continue to deliver unwanted and expired medicines and the independent pharmacies would be left with the obligation to dispose of these materials on their own, without City support.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

The service has been provided by a contract under PSC 4030-11/12, approved 9/23/2011 and modification approved 4/7/2014.

D. Will the contract(s) be renewed?

No. This contract is solely for continuation of collection and disposal of home-generated medicines under San Francisco's Safe Medicine Disposal Pilot Program. Contracting for services under the permanent program required in ordinance will be the responsibility of the pharmaceutical industry

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request**

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Provision of collection and disposal of home-generated medicines under the San Francisco Safe Medicine Disposal Pilot Program requires ownership of or access to a licensed Medical Waste Transfer Station or Reverse Distributor location to receive the collected medicines, as well as appropriate vehicles and packaging supplies for the collected medicines. The contractor may also be requested to provide special collection bins ("receptacles") and packaging materials to meet local, State, or Federal regulations. These services are short-term (only needed until the permanent industry-funded program is active) and episodic (generally less than 10 hours per week) in nature.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must be registered with the California Department of Public Health as a Medical Waste Hauler and with the California Department of Toxic Substances Control as a Hazardous Waste Hauler OR with the Federal Drug Enforcement Administration and the California Board of Pharmacy as a Reverse Distributor. The contractor must operate in compliance with all applicable local, state, and Federal regulations governing the collection and disposal of home-generated medicines.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: The contractor will provide a licensed Medical Waste Transfer Station or Reverse Distributor location to receive the collected medicines, as well as appropriate vehicles and packaging supplies for the collected medicines. The contractor may also be requested to provide special collection bins ("receptacles") and packaging materials to meet local, State, or Federal regulations.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The Department has not attempted to obtain these services within the City. The services require special licensing and are short-term (only needed until the permanent industry-funded program is active) and episodic (generally less than 10 hours per week) in nature. The contractor will also provide required equipment.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

These services require special licensing and are short-term (only needed until the permanent industry-funded program is active) and episodic (generally less than 10 hours per week) in nature.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The existing Pilot Program for which these services are needed will end at the time that the permanent, industry-funded program required by ordinance becomes active. This may be as soon as November 1, 2016 depending on the actions of the pharmaceutical industry. The contractor also provides various equipment.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

The service requires specialized equipment and specialized licensing and is a temporary responsibility of the City.

C. Are there legal mandates requiring the use of contractual services?

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. Union Notification: On 12/11/2015, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Rachel Buerkle Phone: 415-355-3704 Email: Rachel.Buerkle@sfgov.org

Address: Dept. of the Environment, 1455 Market St., #1200 San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48148 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

-----Original Message-----

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of Rachel.Buerkle@sfgov.org

Sent: Friday, December 11, 2015 5:20 PM

To: Buerkle, Rachel (ENV) <rachel.buerkle@sfgov.org>; amakayan@ifpte21.org; jb@local16.org; Lopez-Barrios, Ricardo (PDR) <ricardo.lopez@sfgov.org>; Basconcillo, Katherine (PUC) <kbascconcillo@sfgov.org>; Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; richardisen@gmail.com; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmialocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS) <sin.yee.poon@sfgov.org>; smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Buerkle, Rachel (ENV) <rachel.buerkle@sfgov.org>; Isen, Richard (TIS) <richard.isen@sfgov.org>; DHR-PSCCoordinator, DHR (HRD) dhr-psccordinator@sfgov.org

Subject: Receipt of Notice for new PCS over \$100K PSC # 48148 - 15/16

RECEIPT for Union Notification for PSC 48148 - 15/16 more than \$100k

The ENVIRONMENT -- ENV has submitted a request for a Personal Services Contract (PSC) 48148 - 15/16 for \$150,000 for Initial Request services for the period 05/01/2016 -- 09/30/2020. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/6163> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ENVIRONMENT Dept. Code: ENVType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4030-11/12)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Pick-up & Disposal of Residentially Generated Pharmaceutical WasteFunding Source: Private GrantPSC Original Approved Amount: \$75,000PSC Original Approved Duration: 08/01/11 - 07/01/13 (1 year 47 wePSC Mod#1 Amount: \$122,000PSC Mod#1 Duration: 03/01/14-06/30/16 (3 years)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$197,000PSC Cumulative Duration Proposed: 4 years 47 weeks**1. Description of Work****A. Scope of Work:**

The contractor will provide the pick-up and disposal of residentially generated, discarded pharmaceuticals collected at designated pharmacies and police stations in San Francisco. Pick-ups must be available on both a regularly scheduled and on-call basis, depending on the collection site's individual needs. The contractor will also provide supplies and equipment as necessary for accomplishing this task.

B. Explain why this service is necessary and the consequence of denial:

See Attached Document.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Yes. under PSC 4030-11/12

D. Will the contract(s) be renewed? Contract may be re-bid if services still needed.**2. Union Notification:** On 02/13/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4030-11/12

DHR Analysis/Recommendation:

04/07/2014

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 03/17/2014

03/17/2014

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

The hauler must be registered with the CA DPH as a Medical Waste Hauler, and with the CA DTSC as a Hazardous Waste Transporter. The hauler must be in compliance with all applicable state and federal regulations

B. Which, if any, civil service class(es) normally perform(s) this work?

none,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes. See Attached Document.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because special licensing is needed.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No; This is a highly specialized, properly licensed service.

5. Additional Information (if "yes", attach explanation)**YES NO**

- | | | |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Yes. The modification is to allow amendment of the contract. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 02/13/14 BY:

Name: Rachel Buerkle Phone: 415-355-3704 Email: Rachel.Buerkle@sfgov.orgAddress: 1455 Market Street, #1200 San Francisco, CA 94103

MINUTES
Rescheduled Regular Meeting
September 23, 2011

3:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

3:11 p.m.

President E. Dennis Normandy welcomed Kate Favetti to the Commission as a new Commissioner.

ROLL CALL

| | |
|------------------------------|---------|
| President E. Dennis Normandy | Present |
| Commissioner Kate Favetti | Present |
| Commissioner Mary Jung | Present |

President E. Dennis Normandy presided.

APPROVAL OF THE RESCHEDULING OF THE MEETING

Action: Approve the rescheduling of meeting. (Vote of 3 to 0)

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of August 1, 2011

August 15, 2011: No action taken.

Action: Adopt. (Vote of 3 to 0)

Regular Meeting of August 15, 2011

Action: Adopt. (Vote of 3 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT

0248-11-1 **Department of Human Resources' Report on Provisional Appointments.**
(Item No. 6)

Speakers: None.

Action: Postpone to the meeting of October 3, 2011.

(11 Review of request for approval of proposed personal services contract.
) (File No. 0250-11-8) – Action Item

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------------|--------------------|-------------|--|------------------|----------|
| 4024-11/12 | Adult Probation | \$300,000 | Contractor will provide 1) a comprehensive review and audit of the Department's policies and procedures, and update and improve policies and procedures to ensure that they are in compliance with local, state and federal law and which incorporate best practices in adult probation; 2) facilitation and support of the Community Corrections Partnership Collaboration; 3) an evaluation of Department case files on probationers sent to state prison in 2010; 4) creation of a training plan for the Department 5) grant writing and research; 6)demographic analysis. | Regular | 07/30/13 |
| 4025-11/12 | Airport Commission | \$500,000 | The SMPOE Data Center project includes the development (both design and construction) of a new "Greenfield-built" Data Center Facility; that will include data processing equipment room, mechanical systems room, battery storage room, office, restroom and utility room. SFO requires construction management support with design-build experience in Data Centers design and construction experience to manage the programming, design and construction of this project. This project also includes the coordination of the construction of new fiber cable communications connections to be brought within the building envelope (by others) and all additional utilities/services necessary to service the building in its functional intent. The CM consultant team will be responsible for providing the specialized expertise to manage this scope of work. | Regular | 06/30/16 |
| 4026-11/12 | Airport Commission | \$1,750,000 | The Contractor shall provide routine maintenance, scheduled maintenance/preventive maintenance, nonscheduled maintenance, ordinary wear and other maintenance and repair services, 24-hour on call response seven (7) days a week 365 days a year, equipment maintenance and repair activity documentation as well as reporting on the Airport-owned Passenger Boarding Bridges (PBB) and Baggage Handling Systems (BHS). The PBBs and BHSs were maintained by the airlines under their lease and use agreements in the past. | Regular | 09/30/16 |

| | | | | | |
|------------|--------------------|-------------|---|---------|----------|
| 4027-11/12 | Airport Commission | \$2,000,000 | San Francisco International Airport plans to upgrade its industrial waste water treatment plant. The design/build team, with knowledge and experience in IWWT processing, sanitary sewer and reclaimed water system processes to provide programming, schematic design and management, will assist on this project. The IWWT project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWWT process building and shop building, construction of additional equalization tanks with power and controls, a new trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chorine contact basin, incorporation of a new emergency power generator, upgrading of the existing Wonderware software program for process control, remodeling of the existing sanitary sewer administration and operations building, developing a plan to utilize the methane gas generated from digesters, replacement of motor control centers and the design and construction of a new Headworks box and screen facility, and developing a plan for Airport-wide reclaimed water processing system. The PM team will be responsible for providing the specialized experts to prepare bridging documents and manage this scope of work. | Regular | 06/30/16 |
| 4028-11/12 | Arts Commission | \$800,000 | Artists team selected as part of a design competition to contract for final design and fabrication of a veteran's memorial for Memorial Court, which is part of the War Memorial Complex, located between the War Memorial Opera House and the Veterans Building. | Regular | 06/30/14 |
| 4029-11/12 | Controller | \$1,500,000 | Provide municipal financing advisory services to Office of Public Finance and other Controller's Office and City department staff in the following areas: general obligation bonds, certificates of participation, lease revenue bonds, Mello-Roos special tax bonds, tax allocation bonds, revenue bonds, tax-exempt commercial paper, and other forms of municipal financing. | Regular | 10/14/16 |
| 4030-11/12 | Environment | \$75,000 | The contractor will provide the pick-up and disposal of residentially generated, discarded pharmaceuticals collected at designated pharmacies and police stations in San Francisco. Pick-ups must be available on both a regularly scheduled and on-call basis, depending on the collection site's individual needs. The contractor will also provide supplies and equipment as necessary for accomplishing this task. | Regular | 07/01/13 |

| | | | | | |
|------------|---------------------------------|-------------|--|---------|----------|
| 4031-11/12 | General Services Agency | \$2,000,000 | The contractor provides consulting services for the modification and customization of Customer Relationship Management (CRM) software used to manage the City's service requests. When required, vendor services assist City staff extend functionality of the application, while training staff to make additional improvements. | Regular | 10/31/16 |
| 4032-11/12 | Municipal Transportation Agency | \$450,000 | Research and report on international best taxi industry practices and regulatory performance measures, recommend reforms of taxi regulations, develop a methodology for assessing the adequacy of taxi supply and demand and apply the methodology to evaluate the correct number of taxis in San Francisco, and develop a cost index to assess the appropriate level of taxi fares and gate fees and apply to index to determine whether San Francisco taxi fares and gate fees should be adjusted. | Regular | 10/31/13 |
| 4033-11/12 | Municipal Transportation Agency | \$1,770,000 | Provide separate professional parking garage operational services for 13 parking facilities organized into three groups as follows: Group A - 6 Facilities (Civic Center, Lombard, Mission Bartlett, Performing Arts, and 16th & Hoff garages, and 7th & Harrison lot); Group B - 2 Facilities (Golden gateway and St. Mary's Square garages); Group C - 5 Facilities (SF General Hospital, Moscone Center, North Beach, Vallejo St., and Polk Bush garages). Services include: providing qualified and experienced parking personnel for cashiering, janitorial and security. The Operator shall provide oversight of all aspects of administrative functions including, but not limited to, collection, reconciliation and deposit of all parking and non-parking revenue; repair and maintenance of facilities, and revenue control equipment; compliance with insurance and bond requirement; providing valet or valet-assist parking services during special events., The term is six (6) years, thereafter on a month-to-month basis, not to exceed 36 months. The amount of \$1,770,000 represents the compensation paid to the parking firms for providing professional operational services at the 13 garages. The \$1,770,000 amount breaks down to approximately \$590,000 (\$72,000 per year, with a 5% increase starting in year four) for each of the three groups. Operating expenses, including parking taxes, are funded through gross parking revenue collected, but is not part of the compensation paid to the parking firm. | Regular | 10/30/17 |

| | | | | | |
|----------------------------------|-----------------------------|----------------------------|---|---------|----------------------|
| 4034-11/12 Amended | Police | \$7,000,000 \$2,000,000 | The proposed work is to develop a new data ware-house which will allow other agencies such as the Courts, Sheriff, District Attorney, Adult Probation and Public Defender to access our data as needed using our Citywide hub call JUSTIS. We will also be connecting to the broader Bay area, US and international data sources to improve our identification of crimes and crime activity in other regions. Predictive Oracle tools such as Oracle Business Intelligence Enterprise Engine will be used to help identify crime patterns and trends to assist in more efficient policing. The project will also be capable of providing access to data in Police vehicles, on hand held devices or laptops in order to provide more efficient public protection. | Regular | 09/30/17 10/31/12 |
| 4035-11/12 | Public Utilities Commission | \$960,000 | The work consists of a one year contract to optimize, operate, and maintain Fats, Oils, and Grease (FOG) to Biodiesel equipment currently owned by the SFPUC and located at the SFPUC's Oceanside Water Pollution Control Plant. This equipment involves a proprietary process, patented by BlackGold Biofuels. As such, only BlackGold Biofuels can perform this work on the equipment. If the optimization work is successful, BlackGold Biofuels will train City personnel on the operation and maintenance of its equipment. | Regular | 09/01/12 |
| 4036-11/12 | Public Works | \$1,648,520 | Perform environmental studies and reports for the effects of building new vehicle and transit access between Hunters Point Shipyard and northbound and southbound US 101 and I-280. The original PSC #4017-03/04 was approved on 8/18/2003 for \$2,200,000. The consultant has been under contract and has completed the studies, which were submitted to Caltrans over 3 years ago. Recently Caltrans asked the City to modify the alternatives and prepare a different type of environmental document. | Regular | 08/30/14 |
| 4037-11/12 | Public Works | \$800,000 | Organize community support; prepare educational or outreach materials; assist in developing and conducting outreach and education efforts; conduct neighborhood cleaning projects; organize community interest in establishment of Business Neighborhood Improvement Districts (BID/NID); survey public opinion or conduct focus groups; provide specialized or untried equipment for evaluation; provide cleaning personnel for special events; conduct special cleaning services, graffiti abatement, or maintenance of plant materials services above or outside of the Bureau's routine operating responsibilities; and conducting pilot cleaning programs that affect both public and private properties. Bureau may award multiple contracts. | Regular | 12/15/14 |

| | | | | | |
|------------|---------------------------------|---|---|--------------|----------|
| 4038-11/12 | Department of Technology | \$1,433,069 | Phase I of this project will create a new digital video infrastructure that will operate in tandem with the old analog system until Phase II of the project is completed. Phase I includes equipment installation, integration and commissioning of two new control rooms located at SFGovTV's production facility in room 92 of City Hall. The new control rooms will be equipped with new digital audio and video equipment. Phase I also includes the installation of a new digital video routing switcher, a new Master Control center, video server, automation and the relocation of equipment currently located in room 92 to room 93. The source signals from the City Hall hearing rooms will not be replaced until Phase II, so the system installed during Phase I includes several analog/digital convertors to bridge the old and new equipment. | Regular | 09/30/12 |
| 3076-09/10 | Controller | Increase Amount \$103,000 New Amount \$143,000 | The City and County of San Francisco issued an RFP and selected a Contractor to enable the City to print and deliver checks during standard business operations and during an emergency at either a City facility (non-hosted) or at third party Contractor-run facility or service (hosted) consistently, securely and accurately. In addition, the selected Contractor will print and deliver checks in the event of hardware failure, software failure, or power failure during standard business operations and also have the ability to produce and deliver checks in the event of a large scale disaster for the San Francisco Bay Area securely and accurately. A modification of the approved PSC summary is sought to maximize the term of the contract beyond two years. | Modification | 07/30/21 |
| 4040-10/11 | Art Commission | Increase Amount \$8,000,000 New Amount \$9,899,510 | In accordance with the City Charter, the San Francisco Symphony will perform concerts. These concerts will take place at the San Francisco Davies Symphony Hall October 2010 - July 2011 with two free concerts at a public park. Concerts will continue at San Francisco Davies Symphony Hall From July 2011 - June 30, 2014, with one free concert at the park each year. | Modification | 06/30/14 |
| 4023-08/09 | Municipal Transportation Agency | Increase Amount \$210,000 New Amount \$1,110,000 | To provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for San Francisco Municipal Transportation Agency (SFMTA) employees and contractors and to provide a mobile on-site facility to collect random, reasonable suspicion and post-accident breath and urine collection in compliance with DOT/FTA Drug and Alcohol Testing Regulations. | Modification | 11/30/13 |

Speakers:

Mike Fernandez, Department of Public Works spoke on PSC #4037-11/12.

- Action:**
- (1) Adopt the report; Approve request for PSC #4034-11/12 as amended. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)
 - (2) Adopt the report; Approve request for all remaining proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 3 to 0)

**0221-11-1 Municipal Transportation Agency's Report on Provisional Appointments.
(Item No. 13)**

Speakers: None.

Action: Adopt the report. (Vote of 3 to 0)

**0222-11-1 Municipal Transportation Agency's Report on Appointments Exempt from Civil
Service under Charter Section 10.104.16 through 10.104.18. (Item No. 14)**

Speakers: None.

Action: Adopt the report. (Vote of 3 to 0)

**0222-11-1 Certification of the highest prevailing rate of wages of Various Crafts and
Kinds of Labor Paid in Private Employment in the City & County of San
Francisco. (Item No. 15)**

Speakers: None.

Action: Adopt the report; Forward to the Board of Supervisors.
(Vote of 3 to 0)

**0343-09-6 Appeal by Sonya Knudsen of the Human Resources Director's determination
of insufficient evidence to support her charge of discrimination – EEO File
#1371.
(Item No. 16)**

July 18, 2011: Postpone to the meeting of August 15, 2011 at the request of
Sonya Knudsen.

August 15, 2011: No action taken.

Speakers: None.

Action: Postpone to the meeting of October 17, 2011, after 5:00 p.m.
at the request of SEIU Local 1021. (Vote of 3 to 0)

**0097-11-6 Appeal by Cecilia Jaroslowsky of the Human Resources Director's
determination of failure to allege facts raising an inference of discrimination
based on age.
(Item No. 17)**

May 16, 2011: Postpone to the meeting of June 20, 2011 by agreement
between the Department of Human Resources and Cecilia
Jaroslowsky. Stipulate this will be the last continuance granted.

June 20, 2011: Continue to the meeting of July 18, 2011. The motion to: Adopt
the report; Sustain the decision of the Human Resources
Director; Deny the appeal by Cecilia Jaroslowsky failed. (Vote
of 1 to 2; Commissioners Casper and Jung dissent.) Three (3)

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 20, 2011

DEPARTMENT NAME: Environment

DEPARTMENT NUMBER 22

TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING _____)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST ☐ MODIFICATION (PSC# _____)

TYPE OF SERVICE: Pick-up and disposal of residentially generated pharmaceutical waste in San Francisco

FUNDING SOURCE: Grant Funding

PSC AMOUNT: \$75,000

PSC DURATION: 08/01/2011 - 07/01/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The contractor will provide the pick-up and disposal of residentially generated, discarded pharmaceuticals collected at designated pharmacies and police stations in San Francisco. Pick-ups must be available on both a regularly scheduled and on-call basis, depending on the collection site's individual needs. The contractor will also provide supplies and equipment as necessary for accomplishing this task.

B. Explain why this service is necessary and the consequences of denial:

See Attachment

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service has not been provided in the past. It is now feasible due to the availability of funding.

D. Will the contract(s) be renewed:

We expect to re-bid the contract if services are still needed at that time.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 21
Union Name

Rachel C. Buckle
Signature of person mailing/faxing form

6/29/11
Date

Local 1021
Union Name

Rachel C. Buckle
Signature of person mailing/faxing form

6/29/11
Date

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____
STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

The hauler must be registered with the CA DPH as a Medical Waste Hauler, and with the CA DTSC as a Hazardous Waste Transporter. The hauler must be in compliance with all applicable state and federal regulations.

B. Which, if any, civil service class normally performs this work?

None

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes; The contractor will provide the proper vehicles for the transportation of pharmaceutical waste. The contractor may also be requested to provide the proper collection bins to be placed at each collection site. Collection bins must be metal mailbox-style drop-boxes, with a two-key design (pharmacist has one key, hauler has the other key). The size of each bin will be determined based on what the hauler has to offer as well as the space constraints of each pharmacy or police station collection site.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because special licensing is needed.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No; This is a highly specialized, properly licensed service.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes

No

☐
☒

B. Will the contractor train City and County employees?

☐
☒

•Describe the training and indicate approximate number of hours.

•Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

☐
☒

D. Are there federal or state grant requirements regarding the use of contractual services?

☐
☒

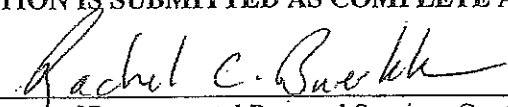
E. Has a board or commission determined that contracting is the most effective way to provide this service?

☐
☒

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

☐
☒

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:


Signature of Departmental Personal Services Contract Coordinator

Rachel Buerkle

355-3704

Print or Type Name

Telephone Number

Department of the Environment

11 Grove St. San Francisco, CA 94102

1B.

Why necessary:

This service is an integral piece of a permanent pharmaceutical collection program in San Francisco. The San Francisco Department of the Environment ("SFDOE") and the San Francisco Public Utilities Commission ("SFPUC") receive thousands of calls annually from concerned residents requesting information about proper drug disposal. Despite the considerable demand, no such program exists city-wide. The City is working with pharmaceutical manufacturers to develop a pilot program to collect residually generated pharmaceutical waste at pharmacies and police stations, which would require the service of a medical waste hauler for pick-up and disposal. This service is also necessary to meet the City's broader goal of Zero Waste Generation by 2020.

Consequences of Denial:

Without this program, the Department of the Environment would be unable to run a permanent collection program for the residents of San Francisco, at the risk of both public and environmental health. A permanent pharmaceutical collection program would help prevent the accidental use or misuse of unused and expired pharmaceuticals. It will also prevent improper disposal in the sewer system or landfill—both which allow pharmaceuticals to end up in local water bodies..

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Vision Zero Bicycle Safety OutreachFunding Source: Local FundsPSC Amount: \$250,000PSC Est. Start Date: 03/16/2016PSC Est. End Date: 03/30/2018**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Contractor will plan, coordinate, and conduct outreach to San Franciscans of all ages to provide encouragement to ride bicycles and do so in a safe manner via educational activities, rides and training. Safety and concerns about safety are significant barriers to people bicycling in the city. These activities will also help to educate the growing number of people riding bicycles about the laws of safe bicycling, as well as to equip bicyclists with adequate street skills to meet complex traffic issues encountered daily on the streets of San Francisco. This work is a key strategy identified in San Francisco's Vision Zero Education Strategy.

B. Explain why this service is necessary and the consequence of denial:

San Francisco has prioritized Vision Zero, a policy that aims to reduce roadway fatalities to zero by year 2024. With the city's goal of reaching 20% of all trips in San Francisco being made by bicycle this service is critical. Denial of this service will result in increased bicycle-related injury collisions and more chaos on city streets due to increased numbers of people on bicycles who are unfamiliar with the best-practices of safe riding.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Similar services were provided for Vision Zero via PSC #38516-15/16 and bicycle education classes via #4002-11/12 and #4077-08/09.

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

The workload for organizing and teaching bicycle safety classes is too infrequent and short term. The demand for bicycle safety education is great, but the offerings are seasonal and periodic. Teaching of bicycle safety is done only a few times a month. The contractor will provide access to fleets of bicycles that they own and maintain.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Must possess excellent knowledge of bicycle outreach, bicycle safety, and education activities for on-bike classes, potentially including bicycle fleets for individuals without personal bicycles. Additionally, an understanding of the rules and culture of bicycling in San Francisco at a level to provide effective communications for people who will use bicycles to travel in the city.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
Yes. The contractor will provide access to fleets of bicycles that they own and maintain.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Civil service classes 1232 Training Officer and 9139 Transit Supervisor 1 both provide training in classrooms, or in the case of 9139's, in revenue service buses. However, neither one of these classifications can provide the type of training services required of this contractor.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable because the employees must have the specialized experience, knowledge and training to provide bicycle safety outreach and education as well as access to bicycles.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The workload for organizing and teaching bicycle safety classes is too infrequent and short term. The demand for bicycle safety education is great, but the offerings are seasonal and periodic. Teaching of bicycle safety is done only a few times a month. There is not a work load that would support a single, employee position for this work.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No training is provided for employees in this contract.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service?
If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/11/2016, the Department notified the following employee organizations of this PSC/RFP request:

Transport Workers Union, L 200, Professional & Tech Engrs, Local 21, Transport Workers Union, L 200, Professional & Tech Engrs, Local 21,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 46637 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Hamada, Cynthia

From: dhr-psccordinator@sfgov.org on behalf of cynthia.hamada@sfmta.com
Sent: Monday, January 11, 2016 4:53 PM
To: Hamada, Cynthia; local200twu@sbcglobal.net; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 46637 - 15/16

RECEIPT for Union Notification for PSC 46637 - 15/16 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 46637 - 15/16 for \$250,000 for Initial Request services for the period 03/16/2016 – 03/30/2018. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/6304> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTA

Dept. Code: MTA

Type of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)

Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: In-School Bicycle Riding and Safety Education for Middle and High School Students

Funding Source: Local and Operating Funds

PSC Duration: 1 year 8 weeks

PSC Amount: \$80,000

1. Description of Work

A. Scope of Work/Services to be Contracted Out:

The contractor will plan, coordinate, and conduct trainings and classes for two-week long programs in the San Francisco Unified School District Middle and High School grade levels. The contractor must also provide a vehicle fleet for use by the students in the classes. This service is being provided, in part, to address and accomplish goals set forth in "Chapter 4: Education" of the San Francisco Bicycle Plan in offering bicycle education for children, youth and adults.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary to enable the City to promote bicycling as a transportation mode, educate and ensure awareness of the law on safe bicycling, as well as to equip middle school and high school children with adequate street skills to manage complex traffic issues encountered daily on the streets of San Francisco. Denial of this service will result in increased bicycle-related injury collisions and less appropriate use of the streets by youth bicyclists in San Francisco.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Similar or related services had been provided through PSC's #4002-11/12 and #4077-08/09.

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Knowledge and experience required are working with the school system and the expertise to incorporate the Youth Bicycle Education program into the physical education curriculum at Middle Schools and High Schools. This includes bicycle riding and safety training with on-bike sessions. The in-school bicycle riding and safety education for middle school and high school students is periodic. These bicycle riding and safety classes are done only nine times per school year. The consultant is also providing a fleet of bicycles for use in the classroom and on the street while students are in class.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge and experience require a history of working with the school system and the expertise to incorporate the Youth Bicycle Education program into the physical education curriculum at Middle Schools and High Schools. This includes bicycle riding and safety training with on-bike sessions. Must provide a bicycle fleet for student use. San Francisco Unified School District system experience preferred.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide fleets of bicycles that they own and maintain.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Civil service classes 1232 Training Officer and 9139 Transit Supervisor 1 both provide training in classrooms, or in the case of 9139's, in revenue service buses. However, neither one of these classifications can provide the type of training services required of this contractor.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable because the employees must have the specialized experience and training to teach bicycle riding and safety education classes for middle school and high school students as well as supply the bicycles.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The in-school bicycle riding and safety education for middle school and high school students is periodic. These bicycle riding and safety classes are done only nine times per school year. The consultant is also providing a fleet of bicycles for use in the classroom and on the street while students are in class.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
This service contract does not include a training component separate from the classroom education for Middle and High School students.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 11/25/2015, the Department notified the following employee organizations of this PSC/RFP request:
Transport Workers Union, L 200, Professional & Tech Engrs, Local 21, Transport Workers Union, L 200, Professional & Tech Engrs, Local 21,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 S. Van Ness Avenue, 6th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 38516 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 12/03/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCYDept. Code: MTAType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4002-11/12)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Professional Support Services for Bicycle Safety Education ClassesFunding Source: Prop K and Circulation FundsPSC Original Approved Amount: \$305,000PSC Original Approved Duration: 11/01/11 - 12/31/14 (3 years 8 wexPSC Mod#1 Amount: \$15,000PSC Mod#1 Duration: 11/01/11-02/28/15 (8 weeks 3 days)PSC Mod#2 Amount: \$40,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: \$10,000PSC Mod#3 Duration: 01/02/15-12/31/15 (43 weeks 5 days)PSC Mod#4 Amount: \$75,300PSC Mod#4 Duration: 01/01/16-04/30/16 (17 weeks 1 day)PSC Cumulative Amount Proposed: \$445,300PSC Cumulative Duration Proposed: 4 years 26 weeks**1. Description of Work****A. Scope of Work:**

The Contractor will plan, coordinate, promote and conduct Bicycle Safety Education classes, in keeping with the goals in

B. Explain why this service is necessary and the consequence of denial:

This service is necessary to enable the City to promote bicycling as a transportation mode, educate and ensure awareness of the law on safe bicycling, as well as to equip bicyclists with adequate street skills to meet complex traffic issues encountered daily on the streets of San Francisco. Denial of this service will result in increased bicycle-related injury collisions and less appropriate use of the streets by bicyclists in San Francisco.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Via PSC(s) #4077-08/09 and #4002-11/12.

D. Will the contract(s) be renewed? Yes. SFMTA has two one-year optional contract extensions.**2. Union Notification:** On 02/25/15, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4002-11/12

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Not Required

Approved by DHR on 03/12/2015

July 2013

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:**

Grassroots organizing experience and expertise in transportation bicycling in San Francisco. Minimum one year experience in conducting adult and youth bicycle safety education. Instructors must be league of American Bicyclist (LAB) certified League Cycling Instructors (LCIs).

B. Which, if any, civil service class(es) normally perform(s) this work?
none,**C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:**
No.**4. Why Classified Civil Service Cannot Perform****A. Explain why civil service classes are not applicable:**

Civil service classifications are not applicable because the employees must have the specialized experience and training to teach bicycle safety education classes.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The demand for bicycle safety education is only periodic. Teaching of bicycle safety is done only 101 times each year. Additionally, it is more efficient and effective both financially and administratively to use a contractor with the necessary expertise.

5. Additional Information (if "yes", attach explanation)

| | <u>YES</u> | <u>NO</u> |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? San Francisco Bicycle Coalition | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 02/25/15 BY:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

July 2013



4077-08/09 \$415
4078-08/09 \$415
4079-08/09 \$415
MOD 4128-06/07 \$525 7/08

CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

December 24, 2008

NOTICE OF CIVIL SERVICE COMMISSION MEETING

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4074-08/09 THROUGH 4080-08/09; 4082-08/09 THROUGH 4085-08/08; 2013-04/05; 4059-06/07; 4128-06/07 AND 4026-07/08.

The above matter will be considered by the Civil Service Commission at a meeting to be held on **January 5, 2009 at 2:00 p.m. in Room 400**, Fourth Floor, City Hall, 1 Dr. Carlton B. Goodlett Place.

This item will appear on the ratification agenda. Please refer to the attached Notice for procedural and other information about Commission hearings.

Attendance by you or an authorized representative is preferable. Should you or your representative not attend, the Commission will rule on the information previously submitted and testimony provided at its meeting. All calendared items will be heard and resolved at this time unless good reasons are presented for a continuance.

All materials being considered by the Civil Service Commission for this item are available for public inspection and copying at the Civil Service Commission office Monday through Friday from 8:00 a.m. to 5:00 p.m.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c. Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Jacquie Hale, Department of Public Health
Mikhael Hart, Planning Department
Lavena Holmes-Williams, Port
Sharnica Jackson, Public Utilities Commission
Jennifer Johnston, Department of Human Resources
Florence Kyaun, Public Utilities Commission
Julian Low, Mayor's Office of Business & Economic Development
Joan Lubamersky, General Services Agency/County Clerk
Allison Magee, Juvenile Probation
Esther Reyes, Office of the Controller
Briggette Rockett, Department of Human Resources
Tajel Shah, Treasurer/Tax Collector
Commission File
Commissioners Binder
Chron

POSTED FOR
January 05, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PSC No. | Dept/No | Dept/Name | Approval Type | Contract Amount | Description of work | Duration |
|------------|---------|---|---------------|-----------------|---|-----------|
| 4074-08/09 | 8 | Treasurer/Tax Collector | Regular | \$360,000.00 | Will provide installation of a Treasury workstation system in the Investment, Banking, and Treasury Accounting sections, include license & maintenance. | 01-Mar-14 |
| 4075-08/09 | 9 | Controller | Regular | \$9,000,000.00 | Will perform annual financial audit services and report on the financial statements for the City's Comprehensive Annual Financial Report (CAFR), the City's Single Audit, and departments funds. | 30-Jun-14 |
| 4076-08/09 | 12 | Juvenile Probation | Regular | \$150,000.00 | Will be responsible for resolving grievances submitted by detained youth at JPD detention facilities. | 31-Jan-12 |
| 4077-08/09 | 35 | S.F. Municipal Transportation Agency | Regular | \$99,000.00 | Will perform professional services to organize, promote, and conduct bicycle safety education classes in San Francisco for adults and children in accordance with League of American Bicyclist National Bike Ed curriculum. | 31-Jan-11 |
| 4078-08/09 | 35 | S.F. Municipal Transportation Agency | Regular | \$484,700.00 | Will provide removal and replacement of the drive axles from 130 standard trolley coaches and 30 articulated coaches. | 30-Jun-08 |
| 4079-08/09 | 35 | S.F. Municipal Transportation Agency | Regular | \$99,000.00 | Will provide services to coordinate and promote the City's Bike to Work Day program for the next two years. | 31-Jan-11 |
| 4080-08/09 | 39 | Port of San Francisco | Regular | \$400,000.00 | Will provide construction support and perform other tasks as required to complete the Mission Bay Shoreline Protection for Bayfront Park Project. | 31-Dec-10 |
| 4082-08/09 | 40 | San Francisco Public Utilities Commission | Regular | \$132,000.00 | Will provide installation of proprietary software and integrate it with the data historian program and the GIS systems already in use by the SFPUC. | 31-Jan-10 |
| 4083-08/09 | 70 | General Services Agency/County Clerk | Regular | \$208,000.00 | Will provide services on project management, installation, testing, custom card design, verification training, equipment maintenance, preventive maintenance and repair for a turnkey proprietary Municipal ID system. | 14-Jan-10 |
| 4084-08/09 | 90 | Public Works | Regular | \$3,000,000.00 | Will perform as needed specialized civil engineering tasks that include roadway, curb ramp, and sewer site improvement design, compliance with land surveying services, and plan and marina renovation. | 01-May-14 |
| 4085-08/09 | 90 | Public Works | Regular | \$2,000,000.00 | Will perform as needed specialized geotechnical engineering tasks that include conducting geotechnical field explorations, investigations, and laboratory testing; supplemental testing such as seismic borehole logging, and seismic refraction profiling. | 01-May-14 |

(Handwritten mark)

POSTING OR
January 05, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

| PSC No. | Dept No | Dept Name | Approval Type | Increase Amount | New Amount | Description of work | Duration |
|------------|---------|--|---------------|------------------|------------------|---|-----------|
| 2013-04/05 | 81 | Department of Public Health | Modification | \$310,000,000.00 | \$750,000,000.00 | Will provide an array of community based behavioral health services, including mental health and substance abuse treatment services for the broad age, ethnic, gender, ability, and geographic diversity of San Francisco's various target populations. | 30-Jun-09 |
| 4059-08/07 | 29 | Planning Department | Modification | \$0.00 | \$480,000.00 | Will employ modeling, window and shadow analysis to recommend new planning policies and controls for development and will identify mechanisms to harness area development to contribute funding to the Transbay Transit Center project. | 31-Dec-10 |
| 4128-06/07 | 35 | S.F. Municipal Transportation Agency | Modification | \$523,915.00 | \$823,915.00 | Will provide comprehensive environmental review of San Francisco Bicycle Plan Update to satisfy requirements to Superior Court Injunction and California Environmental Quality Act (CEQA). | 31-Dec-09 |
| 4026-07/08 | 21 | Office of Economic and Workforce Development | Modification | \$0.00 | \$150,000.00 | Will develop and implement a public media campaign and an employer outreach program on the City's labor laws. Work products may include the development of public service announcements, production of written and web-based informational materials. | 31-Jan-09 |

CCSF: DHR
PSCPSTNG

Page 1 of 1



PERSONAL SERVICES CONTRACT SUMMARY

DATE: December 8, 2008DEPARTMENT NAME: S. F. Municipal Transportation AgencyDEPARTMENT NUMBER: 35TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING _____)☐ CONTINUING ☐ ANNUALTYPE OF REQUEST: ☒ INITIAL REQUEST ☐ MODIFICATION (PSC# _____)TYPE OF SERVICE: Professional Support Services for Bicycle Safety Education ClassesFUNDING SOURCE: Proposition K Bicycle Safety and Circulation FundsPSC AMOUNT: \$99,000.00PSC DURATION: 2/1/2009 - 1/31/20111. **DESCRIPTION OF WORK:**

A. Concise description of work: The work will be performed as professional services by a qualified contractor to organize, promote, and conduct bicycle safety education classes in San Francisco for adults and children in accordance with League of American Bicyclists National Bike Ed curriculum. This will include at least 36 Adult "Street Skills" classroom sessions, 24 Adult "Road 1" on-bike classes, 18 Adult "Learn to Ride" classes, and 18 "Freedom from Training Wheels" classes for young children, to be conducted over a two-year period. All classes must be taught by League of American Bicyclists' certified "League Cycling Instructors" ("LCIs"). Promotional materials, including comprehensive SFMTA website informational content, will acknowledge funders and sponsors and will conform to SFMTA style and "brand."

B. Explain why this service is necessary and the consequences of denial: This service is necessary to enable the City to promote bicycling as a transportation mode, educate and ensure awareness of the law on safe bicycling, as well as to equip bicyclists with adequate street skills to meet complex traffic issues encountered daily on the streets of San Francisco. Denial of this service will result in increased bicycle-related injury collisions and less appropriate use of the streets by bicyclists in San Francisco.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number): This service was provided in the past by outside contractor, mostly recently under PSC# 4091-07/08 approved on 2/6/08.

D. Will the contract(s) be renewed? No.

2. **UNION NOTIFICATION:** Copy of this summary is to be sent to employee organizations as appropriate

| | | |
|-------------------|--|-------------------|
| <u>Local 21</u> | <u><i>Fahid Jind</i></u> | <u>12/08/2008</u> |
| Union Name | Signature of person mailing/faxing form | Date |
| <u>Union Name</u> | <u>Signature of person mailing/faxing form</u> | <u>12/08/2008</u> |
| | | Date |

| | | |
|-----------------------------|---------------------|-------------------------|
| RFP sent to <u>Local 21</u> | on <u>11/7/2008</u> | <u>Shahnam Farhangi</u> |
| Union Name | Date | Signature |

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4077-08109

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

SFMTA Approved

12-8-08

PB

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise: Grassroots organizing experience and expertise in transportation bicycling in San Francisco. Minimum one year experience in conducting adult bicycle safety education. Instructions must be provided by League Cycling Instructors (LCIs) certified by the League of American Bicyclist (LAB).

B. Which, if any, civil service class normally performs this work? There is no civil service class that performs this type of work.

C. Will contractor provide facilities and/or equipment not currently possessed by the City?

If yes, explain: No

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable: Current civil service classifications do not have the experience or training to teach bicycle safety education classes.

B. Would it be practical to adopt a new civil service class to perform this work? Explain No, because the work load for teaching bicycle safety classes are infrequent. The demand for bicycle safety education is only periodic. Teaching of bicycle safety is done less than 50 times each year.

5. ADDITIONAL INFORMATION (if yes, attach explanation)

YES NO

A. Will the contractor directly supervise City & County employees?

☐ YES ☒ NO

B. Will the contractor train City & County employees?

☐ YES ☒ NO

C. Are there legal mandates requiring the use of contractual services?

☐ YES ☒ NO

D. Are there federal or state grant requirements regarding the use of contractual services?

☐ YES ☒ NO

E. Has a board or commission determined that contracting is the most effective way to provide this service?

☐ YES ☒ NO

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

☐ YES ☒ NO

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Parveen Boparai

Signature of Departmental Personal Services Contract Coordinator

Parveen Boparai

(415) 554-4160

Print or Type Name

Telephone

S. F. Municipal Transportation Agency

401 Van Ness Ave. Room 320,

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION -- PUCDept. Code: PUCType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Water & Sewer Rate Consulting Services (PRO.0034)Funding Source: SFPUC General FundPSC Duration: 3 years 10 weeksPSC Amount: \$400,000**1. Description of Work**

A. Scope of Work/Services to be Contracted Out:

An independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the San Francisco Public Utilities Commission(SFPUC).

B. Explain why this service is necessary and the consequence of denial:

An independent external cost of service and rate study is required at least every five years by the SF Charter Section 8B.125. The last study was completed in 2014; this PSC will be for a study to propose rates beginning July 1, 2018.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service became necessary after the approval of the Charter Section 8B.125 in 2002. This service was provided in the past via PSC No. 4015-12/13 (CS-261).

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

B. Explain the qualifying circumstances:

The City Charter requires that the study be done by an independent rate consultant at least every 5 years.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Knowledge of utility design and operation, economic theory, cost accounting, and rate principles.
- B. Which, if any, civil service class(es) normally perform(s) this work? 0923, Manager II;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

None, because the City Charter requires that the study be done by an independent rate consultant.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
The City Charter requires that the study be done by an independent rate consultant.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No, because it would not meet the City Charter requirement.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No, because the City Charter requires that the study be done by an independent rate consultant.
- C. Are there legal mandates requiring the use of contractual services?
This service became necessary after the approval of San Francisco Charter Section 8B.125 in 2002.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 01/27/2016, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association, Municipal Executive Association,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgov.org

Address: 525 Golden Gate Ave., 8th FL San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47343 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: Jackson, Shamica; camaguey@sfmea.com; staff@sfmea.com; Sanchez, Daniel; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 47343 - 15/16
Date: Wednesday, January 27, 2016 5:08:17 PM

RECEIPT for Union Notification for PSC 47343 - 15/16 more than \$100k

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a request for a Personal Services Contract (PSC) 47343 - 15/16 for \$400,000 for Initial Request services for the period 04/15/2016 – 06/30/2019. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrrupal/node/6283> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

From: Raquel Silva
To: Jackson, Shamica
Cc: camaguey@sfmea.com
Subject: Re: PSC No. 47343-15/16 (PRO.0034) Water & Sewer Rate Consulting Services
Date: Friday, January 29, 2016 3:36:41 PM

Shamica:

Thank you for explaining why the PUC is requesting this PSC to fund an independent external cost of service and rate study required by the Charter. After review of the PSC, MEA has no objections and waives the 30-day union notice requirement. Take care.

Raquel
415-989-7244

On Fri, Jan 29, 2016 at 2:42 PM, Jackson, Shamica <SJackson@sfwater.org> wrote:

Dear MEA Staff,

I hope all is well. My name is Shamica Jackson, Personal Services Contract (PSC) Coordinator for San Francisco Public Utilities Commission (SFPUC). I submitted the 30-day union notice for the subject and attached PSC on January 27, 2016. We are hoping to target the March 21, 2016 Civil Service Commission meeting. However, our submission was two (2) days later than January 25, 2016 30-day notice requirement. We are asking MEA to:

1. Review the subject PSC;
2. Inform SFPUC if there are any questions or concerns; and
3. Email SFPUC, indicating, **"MEA has no objections to this PSC and waive the 30-day union notice requirement."**

Thank you in advance for your attention to this matter! Happy New Year!

Best regards,

Shamica

San Francisco Water, Power and Sewer | Services of the San Francisco Public Utilities Commission



San Francisco
Water Power Sewer
Members of the San Francisco Public Utilities Commission

Shamica Jackson, Senior Administrative Analyst

Contract Administration Bureau

Office: (415) 554-0727 | Fax: (415) 554-3225

525 Golden Gate Ave., 8th Floor, San Francisco, CA 94102

sjackson@sfgwater.org

Please consider the environment before printing this email.

--

Raquel

1-415-989-7244

Additional Attachment(s)

SEC. 8B.125. RATES.

Notwithstanding Charter sections 2.109, 3.100 and 4.102 or any ordinance (including, without limitation, Administrative Code Appendix 39), the Public Utilities Commission shall set rates, fees and other charges in connection with providing the utility services under its jurisdiction, subject to rejection—within 30 days of submission—by resolution of the Board of Supervisors. If the Board of Supervisors fails to act within 30 days the rates shall become effective without further action.

In setting retail rates, fees and charges the Commission shall:

1. Establish rates, fees and charges at levels sufficient to improve or maintain financial condition and bond ratings at or above levels equivalent to highly rated utilities of each enterprise under its jurisdiction, meet requirements and covenants under all bond resolutions and indentures, (including, without limitation, increases necessary to pay for the retail water customers' share of the debt service on bonds and operating expenses of any state financing authority such as the Regional Water System Financing Authority), and provide sufficient resources for the continued financial health (including appropriate reserves), operation, maintenance and repair of each enterprise, consistent with good utility practice;
2. Retain an independent rate consultant to conduct rate and cost of service studies for each utility at least every five years;
3. Set retail rates, fees and charges based on the cost of service;
4. Conduct all studies mandated by applicable state and federal law to consider implementing connection fees for water and clean water facilities servicing new development;
5. Conduct studies of rate-based conservation incentives and/or lifeline rates and similar rate structures to provide assistance to low income users, and take the results of such studies into account when establishing rates, fees and charges, in accordance with applicable state and federal laws;
6. Adopt annually a rolling 5-year forecast of rates, fees and other charges; and
7. Establish a Rate Fairness Board consisting of seven members: the City Administrator or his or her designee; the Controller or his or her designee; the Director of the Mayor's Office of Public Finance or his or her designee; two residential City retail customers, consisting of one appointed by the Mayor and one by the Board of Supervisors; and two City retail business customers, consisting of a large business customer appointed by the Mayor and a small business customer appointed by the Board of Supervisors.

The Rate Fairness Board may;

- i. Review the five-year rate forecast;
- ii. Hold one or more public hearings on annual rate recommendations before the Public Utilities Commission adopts rates;
- iii. Provide a report and recommendations to the Public Utilities Commission on the rate proposal; and
- iv. In connection with periodic rate studies, submit to the Public Utilities Commission rate policy recommendations for the Commission's consideration, including recommendations to reallocate costs among various retail utility customer classifications, subject to any outstanding bond requirements.

These provisions shall be effective January 3, 2003 for the setting of retail rates, fees and charges related to the clean water system. If the voters approve bonds for the Public Utilities Commission's Capital Improvement Program at the November 5, 2002 election then the provisions of this section shall take effect on July 2, 2006 for the setting of retail rates, fees and charges related to the water system. If the voters do not approve such bonds then this section will take effect on January 3, 2003.

(Added November 2002)

PUBLIC UTILITIES COMMISSION

City and County of San Francisco

RESOLUTION NO. 08-0123

WHEREAS, Charter Section 8B.125 requires the Public Utilities Commission to retain an independent rate consultant to conduct rate and cost of service studies for each utility at least every five years and the last studies for the Water Enterprise and the Wastewater Enterprise were done in 2003; and

WHEREAS, It is necessary to procure the services of a qualified rate consultant to provide conduct the required studies; and

WHEREAS, The estimated cost for services to be provided is \$350,000; and

WHEREAS, The funds for the studies are available in Financial Services' FY 2007-08 and FY 2008-09 Operating Budgets; and

WHEREAS, The proposal was advertised on April 10, 2008; and

WHEREAS, The requested services are anticipated to begin in July 2008 and end in June 2009 and the duration of this agreement is 12 calendar months; and

WHEREAS, The selection panel's and HRC's review of the proposals resulted in the establishment of Raftelis Financial Consultants, Inc. as the best qualified consulting firm; and

WHEREAS, An HRC subconsulting goal of 10% LBE participation has been established and approved for this agreement by the HRC Contract Compliance Officer assigned to the SFPUC. Raftelis Financial Consultants, Inc is committed to meet the LBE goal submitted in its proposal with 12% participation, which exceed the HRC goal established; and

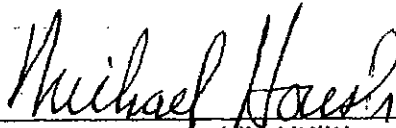
WHEREAS, Failure to reach successful agreement on contract terms and conditions within 30 days of the date of the Commission award may result in award of the contract to the next highest ranked proposer, or re-advertising and re-selecting of consultants at the discretion of the City; and

WHEREAS, The firms being awarded a contract by the SFPUC must be in compliance with the Equal Benefits Provisions of Chapter 12B of the City's Administrative Code either at the time of the award, or within 2 weeks of the date of the Commission award; failure of the bidder to obtain compliance certification from HRC may, in the General Manager's sole discretion, result in award of the agreement to the next highest ranked proposer, or re-advertising and re-selecting consultants at the discretion of the City; and

WHEREAS, Funds for this agreement will be available at the time of award of the agreement from SFPUC Operating Budget; now, therefore, be it

RESOLVED, That this Commission hereby approves the selection of Raftelis Financial Consultants, Inc.; awards Agreement No. CS-934, Utility Rate Consulting Services; and authorizes the General Manager of the San Francisco Public Utilities Commission to negotiate and execute a professional services agreement with Raftelis Financial Consultants, Inc. for an amount not to exceed \$350,000, and with a duration of 12 months, or, in the event negotiations are not successful or City requirements are not satisfied, to negotiate and execute a professional services agreement with the next highest ranked proposer, or reject all bids and re-advertise a Request for Proposal.

I hereby certify that the foregoing resolution was adopted by the Public Utilities Commission at its meeting of _____ *July 8, 2008*



Secretary, Public Utilities Commission

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSION Dept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4015-12/13)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Utility Rate Consulting Services (CS-261)Funding Source: SFPUC General FundPSC Original Approved Amount: \$400,000PSC Mod#1 Amount: \$200,000PSC Mod#2 Amount: no amount addedPSC Cumulative Amount Proposed: \$600,000PSC Original Approved Duration: 08/01/12 - 08/01/13 (1 year)PSC Mod#1 Duration: 08/02/13-02/01/14 (26 weeks 2 days)PSC Mod#2 Duration: 02/02/14-08/01/14 (25 weeks 5 days)PSC Cumulative Duration Proposed: 2 years**1. Description of Work****A. Scope of Work:**

An independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC.

B. Explain why this service is necessary and the consequence of denial:

The Charter Section 8B.125 requires an independent review be done at least every five years. The last review was in 2009.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
No

D. Will the contract(s) be renewed? No.

2. Union Notification: On 01/23/14, the Department notified the following employee organizations of this PSC/RFP request: all unions were notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4015-12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/04/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Knowledge of utility design and operation, economic theory, cost accounting, and rate principles.

B. Which, if any, civil service class(es) normally perform(s) this work?

0923,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

The City Charter specifies the study be done by an independent rate consultant.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, because it would not meet the City Charter requirement.

5. Additional Information (if "yes", attach explanation)

| | <u>YES</u> | <u>NO</u> |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? The Charter Section 8B.125 requires an independent review. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? SFPUC Resolution No. 08-0123 (CS-934 | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Carollo Engineers/PME, Joint Venture | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 01/23/14 BY:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.orgAddress: 525 Golden Gate Ave. San Francisco, CA

SEC. 8B.125. RATES.

Notwithstanding Charter sections 2.109, 3.100 and 4.102 or any ordinance (including, without limitation, Administrative Code Appendix 39), the Public Utilities Commission shall set rates, fees and other charges in connection with providing the utility services under its jurisdiction, subject to rejection—within 30 days of submission—by resolution of the Board of Supervisors. If the Board of Supervisors fails to act within 30 days the rates shall become effective without further action.

In setting retail rates, fees and charges the Commission shall:

1. Establish rates, fees and charges at levels sufficient to improve or maintain financial condition and bond ratings at or above levels equivalent to highly rated utilities of each enterprise under its jurisdiction, meet requirements and covenants under all bond resolutions and indentures, (including, without limitation, increases necessary to pay for the retail water customers' share of the debt service on bonds and operating expenses of any state financing authority such as the Regional Water System Financing Authority), and provide sufficient resources for the continued financial health (including appropriate reserves), operation, maintenance and repair of each enterprise, consistent with good utility practice;
2. Retain an independent rate consultant to conduct rate and cost of service studies for each utility at least every five years;
3. Set retail rates, fees and charges based on the cost of service;
4. Conduct all studies mandated by applicable state and federal law to consider implementing connection fees for water and clean water facilities servicing new development;
5. Conduct studies of rate-based conservation incentives and/or lifeline rates and similar rate structures to provide assistance to low income users, and take the results of such studies into account when establishing rates, fees and charges, in accordance with applicable state and federal laws;
6. Adopt annually a rolling 5-year forecast of rates, fees and other charges; and
7. Establish a Rate Fairness Board consisting of seven members: the City Administrator or his or her designee; the Controller or his or her designee; the Director of the Mayor's Office of Public Finance or his or her designee; two residential City retail customers, consisting of one appointed by the Mayor and one by the Board of Supervisors; and two City retail business customers, consisting of a large business customer appointed by the Mayor and a small business customer appointed by the Board of Supervisors.

The Rate Fairness Board may:

- i. Review the five-year rate forecast;
- ii. Hold one or more public hearings on annual rate recommendations before the Public Utilities Commission adopts rates;
- iii. Provide a report and recommendations to the Public Utilities Commission on the rate proposal; and
- iv. In connection with periodic rate studies, submit to the Public Utilities Commission rate policy recommendations for the Commission's consideration, including recommendations to reallocate costs among various retail utility customer classifications, subject to any outstanding bond requirements.

These provisions shall be effective January 3, 2003 for the setting of retail rates, fees and charges related to the clean water system. If the voters approve bonds for the Public Utilities Commission's Capital Improvement Program at the November 5, 2002 election then the provisions of this section shall take effect on July 2, 2006 for the setting of retail rates, fees and charges related to the water system. If the voters do not approve such bonds then this section will take effect on January 3, 2003.

(Added November 2002)



**San Francisco
Water Power Sewer**
Services of the San Francisco Public Utilities Commission

Contract Administration Bureau
525 Golden Gate Avenue, 8th Floor
San Francisco, CA 94102
T 415.551.4803
F 415.554.3225

MEMORANDUM

DATE: January 31, 2013
TO: Leorah Dang, DHR-PSC Coordinator
Department of Human Resources (Dept. 33)
FROM: Shamica Jackson, PSC Coordinator
Kofo Domingo, Contract Analyst
San Francisco Public Utilities Commission (Dept. # 40)
RE: Request for Administrative Approval of PSC Modification (less than 50%)

PSC No: 4015-12/13 Approval Date: 08/06/2012

Description of Service(s): **An independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC. (CS-261)**

| | | | |
|---------------------------|------------------|-----------------------------|--------------------------------|
| Original Approved Amount: | <u>\$400,000</u> | Original Approved Duration: | <u>08/01/2012 – 08/01/2013</u> |
| Modification 1 Amount: | <u>\$200,000</u> | Modification 1 Duration: | <u>08/02/2013 – 02/01/2014</u> |
| Total Amount as Modified: | <u>\$600,000</u> | Total Duration as Modified: | <u>08/01/2012 – 02/01/2014</u> |

Reason for the modification: **To align the PSC authority (amount) with the contract authority.**

Attachments: **Copy of original PSC & NOA.**

FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: ☒ Approved

Approval Date: 2/7/2013

By: [Signature]
Micki Callahan, Human Resources Director

Edwin M. Leo
Mayor

Art Torres
President

Vince Courtney
Vice President

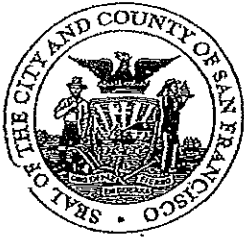
Ann Moller Caen
Commissioner

Francesca Vintor
Commissioner

Anson Moran
Commissioner

Harlan L. Kelly, Jr.
General Manager





CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

August 8, 2012

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4011-12/13
THROUGH 4015-12/13.**

At its meeting of August 6, 2012 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

The Commission:

- (1) Adopted the report; Approved the request for PSC #s 4013-12/13 and 4014-12/13 as amended. Notified the Office of the Controller and the Office of Contract Administration.
- (2) Adopted the report; Approved the request for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

SANDRA ENG
Acting Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Lily Conover, Controller's Office
Marie de Vera, Department of Human Resources
Aleric Degrafinried, Public Utilities Commission
Jaci Fong, Office of Contract Administration
Shamica Jackson, Public Utilities Commission
LaWan Jones, Public Utilities Commission
William Lee, Department of Emergency Management
Ben Rosenfield, Controller
Maria Ryan, Department of Human Resources
Commission File
Chron

POSTING FOR

8/6/2012

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|---------|-----------------------------|---------------|--------------------------------|---|-----------------------|
| 4011-12/13 | 27 | Airport Commission | Regular | \$500,000 | Consultant will conduct a feasibility study for constructing a shoreline protection system that will protect the Airport property from the 1% annual chance flood or base flood defined by Federal Emergency Management Agency (FEMA) and sea level rise. The consultant will provide expert recommendation on improvements of existing levees and construction of new levees that will meet FEMA's design guidelines, perform geotechnical testing and structural analyses to ensure both old and new levees provide stability as required by FEMA, and establish design floor elevation based on FEMA's base flood elevation. | 8/15/2012 - 8/14/2015 |
| 4012-12/13 | 09 | Controller | Regular | \$300,000 | Provide arbitrage rebate and compliance services necessary to comply with federal tax law and Internal Revenue Service (IRS) regulations and to calculate and report the rebate liability with respect to the City's tax exempt fixed and variable rate debt obligations. | 7/1/2012 - 12/31/2017 |
| 4013-12/13 | 77 | Emergency Management | Regular | \$500,000 | Contractor will develop the Resilient San Francisco Strategic Plan by conducting an inventory, identify opportunities for future resilience, create an integrated work plan, establish measurement tools and aid in the facilitation advancement of resilience in San Francisco. | 9/1/2012 - 8/31/2014 |
| 4014-12/13 | 77 | Emergency Management | Regular | \$500,000 | The chosen consultant(s) will research, develop and implement an updated community engagement strategy and tactics for the Department of Emergency Management. This strategy will focus on collateral, digital, and interactive components designed to be multi-generational and multi-cultural in nature. The focus of the messaging will be preparedness and resilience related. | 9/1/2012 - 8/31/2014 |
| 4015-12/13 | 40 | Public Utilities Commission | Regular | \$400,000 | An independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC. | 8/1/2012 - 8/1/2013 |
| | | | | Total Amount - Regular: | \$2,200,000 | |

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 06/01/2012 (30-day Notice)

07/02/2012 (to DHR)

DEPARTMENT NAME: San Francisco Public Utilities Commission (SFPUC) DEPARTMENT NUMBER 40

TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING _____)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST ☐ MODIFICATION (PSC# _____)

TYPE OF SERVICE: Utility Rate Consulting Services (CS-261)

FUNDING SOURCE: SFPUC General Fund

PSC AMOUNT: \$400,000 PSC DURATION: 08/01/2012 - 08/01/2013

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

An independent review of revenue requirements, costs of service, and rates for the utilities under the jurisdiction of the SFPUC.

B. Explain why this service is necessary and the consequences of denial:

The Charter Section 8B.125 requires an independent review be done at least every five years. The last review was in 2009.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This service became necessary after the approval of the Charter Section 8B.125 in 2002. This service was provided in the past via PSC No. 4152-07/08 (CS-934).

D. Will the contract(s) be renewed: No.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

MEA

Union Name

Shamica Jackson

Signature of person mailing/faxing form

06/01/2012 (30-day Notice)

07/02/2012 (to DHR)

Date

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4015-12/13

STAFF ANALYSIS/RECOMMENDATION:

Received 7/2/12
me

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

- A. Specify required skills and/or expertise:
Knowledge of utility design and operation, economic theory, cost accounting, and rate principles.
- B. Which, if any, civil service class normally performs this work?
0923, Rates Administrator
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

- A. Explain why civil service classes are not applicable:
The City Charter specifies the study be done by an independent rate consultant.
- B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, because it would not meet the City Charter requirement.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

- | | Yes | No |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employees? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <ul style="list-style-type: none"> Describe the training and indicate approximate number of hours. Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained. | | |
| C. Are there legal mandates requiring the use of contractual services? | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? Yes, via SFPUC Resolution No. 08-0123 (CS-934). | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Shamica Jackson

Signature of Departmental Personal Services Contract Coordinator

Shamica Jackson

Print or Type Name

415-554-0727

Telephone Number

1155 Market Street, 9th Floor

San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: RECREATION AND PARK COMMISSION -- RECDept. Code: RECType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Urban Design, Planning and OutreachFunding Source: Capital 2012 Bond FundsPSC Amount: \$200,000PSC Est. Start Date: 02/15/2016 PSC Est. End Date 12/15/2017**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Urban design, planning and community outreach services to prioritize improvements for John McLaren Park. This work will generate a list of priority projects that the Recreation and Park Department will address over the next few years. It is anticipated that the Recreation and Park Department will work on these future project with with the Department of Public Works design team.

B. Explain why this service is necessary and the consequence of denial:

The work is necessary in order to plan future design and construction improvements to McLaren Park. Denial would result in bond dollars not being spent as planned.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This is a unique project for McLaren Park.

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

This project is funded by the 2012 Park Bond. The project goal is to define the best way to activate the park, bring a broad coalition developing scopes of work for the various areas of the park.

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise: Regional park planning, urban design and strategic planning.****B. Which, if any, civil service class(es) normally perform(s) this work? 5283, Planner 5;****C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No**

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

This project goal is to define the best way to activate the park, bring a broad coalition developing scopes of work for the various areas of the park. The City of San Francisco has a series of Landscape Architectural civil service classes. This project will develop scopes of work for these civil service classes to work on once the project concepts are approved.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. The unique nature of creating a long-term strategic plan for a regional park is partly a planning exercise and partly a public affairs organizing and activation campaign. It does not seem practical to develop a service class for a one-time project such as this.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not. No training is provided. The unique nature of creating a long-term strategic plan for a regional park is partly a planning exercise and partly a public affairs organizing and activation campaign. This effort is not one that would be undertaken by City staff as it requires many different disciplines. In addition to the effort being unique, it is one that is best facilitated and completed by a neutral 3rd party group.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 12/01/2015, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21, Architect & Engineers, Local 21,

☐ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Sean McFadden Phone: 415 831 2779 Email: sean.mcfadden@sfgov.org

Address: McLaren Lodge - 501 Stanyan Street San Francisco, CA

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 47733 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of sean.mcfadden@sfgov.org
Sent: Tuesday, December 01, 2015 1:03 PM
To: McFadden, Sean (REC); richardisen@gmail.com;
L21PSCReview@ifpte21.org; McFadden, Sean (REC); Isen, Richard (TIS);
DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 47733 - 15/16

RECEIPT for Union Notification for PSC 47733 - 15/16 more than \$100k

The RECREATION AND PARK COMMISSION -- REC has submitted a request for a Personal Services Contract (PSC) 47733 - 15/16 for \$200,000 for Initial Request services for the period 02/15/2016 □ 12/15/2017. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/6118> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POLDept. Code: POLType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Crime Lab Quality Management Review and ReportFunding Source: General FundPSC Duration: 52 weeksPSC Amount: \$300,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

In response to the San Francisco District Attorney's and San Francisco Public Defender's concerns regarding personnel issues at the San Francisco Police Department (SFPD) Crime Lab Deoxyribonucleic (DNA) Unit, the SFPD is seeking a contractor to perform an independent quality review of the SFPD Crime Lab DNA Unit. The contractor will provide the following services:

1. Review a variety of documents (including but not limited to DNA technical manuals, records and logs, case files, quality assurance/quality control manuals, policies and procedures, audit documents, training manuals and policies, studies, and correspondence with the American Society of Crime Lab Directors (ASCLD);
2. Interview key lab staff on-site;
3. Feedback and recommendation reports to ensure best industry practices implementation; and
4. Direction for the lab.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary to unite stakeholders in the common goal of a criminal justice system that promotes integrity and public trust. If this service is denied, the SFPD's ability to unite with stakeholders and build public trust will be limited.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This is a new service.

D. Will the contract(s) be renewed?

Unknown

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

Contractor must be an independent, unbiased evaluator with leadership background in managing a Deoxyribonucleic (DNA) laboratory.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: The contractor must be a reputable DNA forensic practitioner with extensive experience performing similar work in other law enforcement jurisdictions and be knowledgeable of all quality and accreditation expectations of a forensic law enforcement laboratory.

B. Which, if any, civil service class(es) normally perform(s) this work? 8262, Criminalist III; 0933, Manager V;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

None. The SFPD needs an independent review and evaluation of its crime lab. The City's Medical Examiner's Office is completely different in structure and function.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The SFPD needs an independent review and evaluation of its crime lab. The City's Medical Examiner's Office is completely different in structure and function.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. There is only a short term need for this service.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Training is not needed.

C. Are there legal mandates requiring the use of contractual services?
No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 01/11/2016, the Department notified the following employee organizations of this PSC/RFP request:
Prof & Tech Eng, Local 21, Municipal Executive Association, Architect & Engineers, Local 21, Prof & Tech Eng, Local 21, Municipal Executive Association, Architect & Engineers, Local 21,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245 - 3rd Street, 6th Floor San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48798 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Wong, Genie (POL)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Monday, January 11, 2016 2:26 PM
To: Wong, Genie (POL); amakayan@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; richardisen@gmail.com; L21PSCReview@ifpte21.org; Wong, Genie (POL); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48798 - 15/16

RECEIPT for Union Notification for PSC 48798 - 15/16 more than \$100k

The POLICE -- POL has submitted a request for a Personal Services Contract (PSC) 48798 - 15/16 for \$300,000 for Initial Request services for the period 04/01/2016 -- 03/31/2017. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/6268> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: MUNICIPAL TRANSPORTATION AGENCY -- MTADept. Code: MTAType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Website Development and Redesign -- Phase 2Funding Source: Operating FundPSC Amount: \$200,000PSC Est. Start Date: 03/08/2016 PSC Est. End Date 03/08/2020**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide as-needed technical expertise in website development, redesign, and maintenance that includes installing an updated Drupal Web Content Management System (WCM) for the San Francisco Municipal Transportation Agency (SFMTA) website. The Drupal WCM is a software system that provides website authoring, collaboration, and administration tools designed to allow users with little knowledge of web programming languages to create and manage website content. The contractor will implement a citywide WCM, cloud-based solution that can grow with the agency and city that has flexibility to provide web and mobile users with real time transit data based on their geographic location.

B. Explain why this service is necessary and the consequence of denial:

The SFMTA website is a primary tool for communicating to the public about transit options whether they are using public transportation, driving, walking, or bicycling. At this time, critical updates are required due to advances in mobile device technology. If this service is denied, the SFMTA will not be able to provide the public with a website that uses current and integrated technology to assist them with their transportation needs.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

In the past, the SFMTA was able to access these types of professional and technical services through a personal services contract approved for the Office of Contract Administration (Purchasing Office).

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.
not applicable**2. Reason(s) for the Request****A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

Civil service classes already exist, but the Department of Telecommunications and Information Services (DTIS) is unable to provide these services at this time. These services will be provided on an as-needed basis only.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must possess three year's of experience using Drupal to create Web Content Management Systems (WCM), including doing research to determine what information should be included on the website and the easiest paths for navigation. The contractor must have Drupal programming, website design and user testing experience.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1012, IS Technical-Journey; 1043, IS Engineer-Senior; 1051, IS Business Analyst-Assistant; 1063, IS Programmer Analyst-Senior;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Civil service classes that perform this, a similar type of, or a portion of this work are 1051 IS Business Analyst-Assistant, 1063 IS Programmer Analyst – Senior, 1043 IS Engineer – Senior, and 1012 IS Technician-Journey. The SFMTA approached the Department of Telecommunications and Information Services (DTIS), but it is unable to provide these services at this time. Please see the attached email.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Civil service classes are able to provide these services, but are unable to at this time due to a peak in demand. Please see the attached email from DTIS.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil service classes already exist, but the Department of Telecommunications and Information Services (DTIS) is unable to provide these services at this time. These services will be provided on an as-needed basis only and the SFMTA has staff available to provide a portion of the maintenance work required once the WCM and updates are completed.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation:
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
There is no training component in this contract.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service?
If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your
department? If so, please explain.
No.

7. **Union Notification:** On 01/11/2016, the Department notified the following employee organizations of this
PSC/RFP request:
Professional & Tech Engrs, Local 21, Professional & Tech Engrs, Local 21,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS
FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Hamada Phone: 415.701.5381 Email: cynthia.hamada@sfmta.com

Address: 1 South Van Ness Avenue, 6th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45984 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Hamada, Cynthia <Cynthia.Hamada@sfmta.com>
Sent: Monday, January 11, 2016 3:41 PM
To: DHR-PSCCoordinator, DHR (HRD); L21PSCReview@ifpte21.org
Cc: Lucke, CJ; Smith, Kristin; Desedas, Deanna (MTA); Sue, Candace (MTA); Diggs, Geoffrey H; Patel, Ashish (MTA); Helms, Mike (MTA)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 45984 - 15/16
Attachments: PSC \$200K Website_Development_Design.COMPLETE.pdf

DHR PSC Coordinator: Please review and process.

IFPTE, Local 21: For your information.

Cynthia Hamada
Senior Personnel Analyst
Employee and Labor Relations
San Francisco Municipal Transportation Agency
415.701.5381

-----Original Message-----

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of cynthia.hamada@sfmta.com
Sent: Monday, January 11, 2016 3:32 PM
To: Hamada, Cynthia; L21PSCReview@ifpte21.org; Hamada, Cynthia; Isen, Richard; DHR-PSCCoordinator, DHR
Subject: Receipt of Notice for new PCS over \$100K PSC # 45984 - 15/16

RECEIPT for Union Notification for PSC 45984 - 15/16 more than \$100k

The MUNICIPAL TRANSPORTATION AGENCY -- MTA has submitted a request for a Personal Services Contract (PSC) 45984 - 15/16 for \$200,000 for Initial Request services for the period 03/08/2016 -- no date entered, contact dept coordinator. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/6300> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

Attachment for PSC #45984-15/16

From: Bruno, Marco (TIS) [<mailto:marco.bruno@sfgov.org>]
Sent: Friday, January 08, 2016 1:32 PM
To: Belov, Charles
Subject: MTA RFP Inquiry - DT Web content management services

Charles,

Thank you for sending yesterday the RFP documents that MTA has been working on (specifically **RFP No. SFMTA-2015-30 Website Development and Re-Design Phase II.**)

The Dept of Technology Web Content Management (WCM) Team is currently working on a major mission critical project to migrate 100+ City websites using the old Vision platform to a new system. As a result of this effort, we do not have resources that we could dedicate to assist MTA with this additional project.

We look forward to working together with MTA on a future engagement.

Regards

Marco Bruno
WCM manager
415.581.3972

WCM Services / DT / SFGov

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRTDept. Code: PRTType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Professional Services - Real Estate Economics and Related ServicesFunding Source: Port Operating BudgetPSC Duration: 4 yearsPSC Amount: \$3,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Port seeks to create a pre-qualified pool of four (4) firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases.

B. Explain why this service is necessary and the consequence of denial:

The Port of San Francisco relies on revenue derived as developer conduit/landlord for the San Francisco waterfront. It is necessary to procure highly skilled expertise in waterfront real estate and maritime related regulatory planning to manage revenue generating resources. The Port needs outside technical assistance on an intermittent basis to supplement in-house staff capacity and expertise and/or for negotiation support of Public-Private Development Projects. Use of classified civil service staff would not be practical nor cost effective even if the specialized expertise was readily available. The Port is seeking consultant expertise in specialized core service areas. Denial would delay existing initiatives and impede revenue generation for the Port.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Previous PSC 4015 - 11/12, CSC Action 8/01/2011

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The work will be scheduled as-needed, based on requirements of each of individual project. Work will be for short and often intense durations, often in response to direction from the Port Commission and/or Board of Supervisors.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Please see attached 'Additional Information.'

B. Which, if any, civil service class(es) normally perform(s) this work? 1820, Junior Administrative Analyst; 1822, Administrative Analyst; 5262, Landscape Architect Assoc 1; 5268, Architect; 5272, Landscape Architect Assoc 2; 5274, Landscape Architect; 5277, Planner 1; 5278, Planner 2; 5283, Planner 5; 5291, Planner 3; 5293, Planner 4; 5620, Regulatory Specialist; 9377, Feasibility Analyst, Port; 9386, Senior Property Manager, Port; 9395, Property Manager, Port;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

The work will be scheduled as-needed, based on requirements of each of individual project. The amount and timing of work required to be performed by the various classes cannot be predicted at this time, but it is anticipated that the work demands will be sporadic and will not require long-term, full-time service. Work will be for short and often intense durations, often in response to direction from the Port Commission and/or Board of Supervisors. Please see attached 'Additional Information.'

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. Civil Service Classes already exist.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

No. The contractor will provide specialized expertise on an intermittent basis.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 10/07/2015, the Department notified the following employee organizations of this PSC/RFP request:
SEIU 1021 Miscellaneous, Professional & Tech Engrs, SFAPP, Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Management & Superv Local 21, Architect & Engineers, Local 21, SEIU 1021 Miscellaneous, Professional & Tech Engrs, SFAPP, Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Management & Superv Local 21, Architect & Engineers, Local 21,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41779 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Braganza, Lorceli (PRT)
Sent: Friday, January 15, 2016 9:17 AM
To: L21PSCReview@ifpte21.org
Cc: DHR-PSCCoordinator, DHR (HRD); Choi, Suzanne (HRD); Holmes, Lavena (PRT)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 41779 - 15/16

-----Original Message-----

From: DHR-PSCCoordinator, DHR (HRD)
Sent: Friday, January 15, 2016 9:15 AM
To: Braganza, Lorceli (PRT)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 41779 - 15/16

-----Original Message-----

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of lavena.holmes@sfport.com
Sent: Wednesday, October 07, 2015 3:52 PM
To: Holmes, Lavena (PRT); Lopez, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, SinYee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; Braganza, Lorceli (PRT); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41779 - 15/16

RECEIPT for Union Notification for PSC 41779 - 15/16 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 41779 - 15/16 for \$3,000,000 for Initial Request services for the period 04/01/2016 – 03/31/2020. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/5899> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

From: dhr-psccordinator@sfgov.org on behalf of lavena.holmes@sfgov.org
To: [Holmes, Lavena \(PRT\)](#); [Lopez, Ricardo \(PDR\)](#); [Basconcillo, Katherine \(PUC\)](#); [pcamarillo_seiu@sbcglobal.net](#); [Carey.dall@seiu1021.org](#); [Wendy.Frigillana@seiu1021.org](#); [pscreview@seiu1021.org](#); [joe.brenner@seiu1021.org](#); [ted.zarzecki@seiu1021.net](#); [davidmkersten@gmail.com](#); [ablood@cirseiu.org](#); [xiumin.li@seiu1021.org](#); [Poon, SinYee \(HSA\) \(DSS\)](#); [david.canham@seiu1021.org](#); [jtanner940@aol.com](#); [tiya.thlang@seiu1021.org](#); [Larry.Bradshaw@seiu1021.org](#); [Braganza, Lorceli \(PRT\)](#); [Isen, Richard \(TIS\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41779 - 15/16
Date: Wednesday, October 07, 2015 3:53:07 PM

RECEIPT for Union Notification for PSC 41779 - 15/16 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC)

41779 - 15/16 for \$3,000,000 for Initial Request services for the period 04/01/2016 -- 03/31/2020. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/5899> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

B. Explain why the services are necessary and the consequences of denial:

The Port of San Francisco relies primarily on revenue derived as developer conduit/landlord for the San Francisco waterfront. As such, it is necessary to procure highly skilled expertise in waterfront real estate and maritime related regulatory planning to manage its revenue generating resources. The Port has a need for outside technical assistance on an intermittent, as-needed basis to supplement the in-house staff capacity and expertise and/or for negotiation support for Public-Private Development Projects on Port property. Oftentimes, use of classified civil service staff would not be practical nor cost effective even if the specialized expertise was readily available.

Therefore, the Port is seeking consultant expertise and assistance in the following specialized core service areas:

1. Real Estate Economics
2. Site and Master planning
3. Urban Design and Architecture
4. Historic Preservation Planning
5. Transportation Planning and Analysis

Each of these five core service areas includes a great many subcategories. For example, the Real Estate Economics category includes subcategories such as lease negotiations, financial feasibility analysis, development cost forecasting/projections, market and site feasibility analysis, entitlement feasibility analysis, marketing and leasing strategic planning, highest and best use analysis, economic impact analysis, public/private partnership development transactions structure, and others.

Continuity is required to maintain the momentum in the time sensitive development process. Denial of this request would delay existing initiatives and impede revenue generation for the Port.

REGULAR – INITIAL REQUEST

Additional Information:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Training, knowledge, license (as applicable), skill and ability in performing real estate negotiations, site investigation and analysis, financial feasibility analysis, development cost forecasting, market and site feasibility analysis, entitlement feasibility analysis, marketing and leasing strategic planning, pre-development architectural designs, lease management analysis, highest and best use analysis, development and land use planning, public/private partnership development transaction structure, public/private partnership development, planning and negotiation, supply-demand analysis, economic impact analysis, commercial/industrial/residential/maritime use analysis, commercial market analysis, maritime market analysis, local, regional and national development trends for maritime development, asset management, public financing mechanisms, historic preservation, site and master planning, urban design, architecture, maritime and surface transportation planning and analysis, and community relations.

5.

WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work will be scheduled as-needed, based on requirements of each of individual project. The amount and timing of work required to be performed by the various classes cannot be predicted at this time, but it is anticipated that the work demands will be sporadic and will not require long-term, full-time service. Work will be for short and often intense durations, often in response to direction from the Port Commission and/or Board of Supervisors. Much of the work is of a very specialized nature and requires highly specialized set of skills and expertise that will vary by project. Current Port staff who are qualified to provide some of these services are generally already at maximum capacity, but may be assigned to undertake a portion of the work themselves and/or will direct the work to the consultant.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRANO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

MINUTES Regular Meeting August 1, 2011

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:12 p.m.

ROLL CALL

| | |
|---------------------------------|---|
| President E. Dennis Normandy | Present |
| Vice President Donald A. Casper | Present |
| Commissioner Morgan R. Gorrono | Present |
| Commissioner Mary Y. Jung | Present (Arrived at 2:15 p.m.; missed Items 1 and 2) |
| Commissioner Lisa Seitz Gruwell | Not Present (Notified absence) |

President E. Dennis Normandy presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION AND WHICH IS NOT APPEARING ON TODAY'S AGENDA

None.

APPROVAL OF MINUTES

Regular Meeting of June 20, 2011

July 18, 2011: Continue to the meeting of August 1, 2011.

Action: Adopt as amended. (Vote of 4 to 0)

Regular Meeting of July 18, 2011

Action: Adopt. (Vote of 4 to 0)

Civil Service Commission Meeting Minutes

Regular Meeting of August 1, 2011

0208-11-8 Review of request for approval of proposed personal services contract.
(Item No. 9)

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------------|-----------------------------|-------------|--|------------------|----------|
| 4009-11/12 | Airport Commission | \$4,500,000 | Construction Management (CM) team with design-build and specialty design experience at airports to manage the design and development of Bridging Contract Documents to be used in the solicitation of a Design-Build Consultant for the Terminal 3 Improvements Project. The CM team will manage the construction of the building expansion and remodel, expansion and activation of TSA's passenger security checkpoint through a Construction Phasing Plan to reduce the interruptions to operations. The project includes two possible scopes of work that may be incorporated to the project after further studies and if funds are available and approved by the Airport. These additional scopes of work are the Boarding Area E Checkpoint renovation and remodel of the Boarding Area F Hub. | Regular | 08/01/16 |
| 4010-11/12 | Airport Commission | \$7,000,000 | Continue to develop SFO's marketing plan and execute specific marketing campaigns to attract new airlines, support new airline routes and other revenue-generating tenants (such as retail and food & beverage) as well as SFO departments (such as parking). These programs will focus on the creation of advertising and promotional campaigns, joint marketing programs with airlines and concessionaires, purchasing or bartering advertising space or airtime, and the development of a digital media program at SFO. In the past, media buys have ranged between 10 and 20 percent of the contract budget. | Regular | 08/30/18 |
| 4011-11/12 | Airport Commission | \$4,200,000 | Create SFO's strategic communications plan to ensure internal and external communications capabilities at leveraging the latest technologies including mobile device applications (Apps), social media, and social networking. To ensure SFO is compliant with all governmental regulations pertaining to communications issues including but not limited to section 508 of the Rehabilitation Act (29 U.S.C. § 794 d) (at http://www.section508.gov/) as amended by the Workforce Investment Act of 1998 (P.L. 105-220), Aug 7, 1998. To ensure SFO is competitive with other airports in terms of web, web content management, social media capability and effectiveness, and community outreach. | Regular | 06/30/18 |
| 4012-11/12 | Public Utilities Commission | \$200,000 | The PUC wishes to design and implement technical and functional training models which will reflect best practice in the utility industry and thereby support organizational readiness, continuity of operations and effective succession planning for a multi-skilled workforce of approximately 2300 occupationally and geographically diverse employees of the SFPUC. The program design will incorporate competency modeling and profiling, and development of curricula and curricula tracks linked to job specific development plans to ensure successful employee performance, as well as identification of career paths. | Regular | 09/01/14 |

Civil Service Commission Meeting Minutes

Regular Meeting of August 1, 2011

| | | | | | |
|--|-----------------------------|---|---|--------------|----------|
| 4013-11/12 <i>Postpone to 8/15/11</i> | Public Utilities Commission | \$670,000 | The proposed work consists of periodic combined ground and airborne Light Detection and Ranging (LiDAR) surveys of HHWP's 160 miles of 230 kV and 115 kV overhead transmission line systems that run from Hetch Hetchy to Newark. Many of the survey areas are in rugged terrain and remote locations. | Regular | 11/01/16 |
| 4014-11/12 <i>Postpone to 8/15/11</i> | Public Utilities Commission | \$27,700,000 | Work consists of planning and engineering of Wastewater Enterprises' Central Bayside System drainage basin improvements from Mission Creek to Islais Creek. Primary scope items include up to 8,000 feet of 20+ feet diameter tunnel from Channel Pump Station to the Southeast Plant (SEP), a large deep pump station near the SEP, modification to the Channel PS and the Flynn PS, micro-tunnel connections to satellite pump stations and green infrastructures within the basin. | Regular | 11/01/20 |
| 4015-11/12 | Port Commission | \$2,000,000 | The Port seeks to create a pre-qualified list of 4 or more firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These Consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases. | Regular | 12/31/14 |
| 3076-10/11 | Adult Probation | Increase Amount \$88,750 New Amount \$98,656 | Provide technical assistance in conducting a strategic planning process to develop a strategic plan to effectively communicate the department's vision, goals, and plans to staff and key holders during the implementation of evidence-based supervision practices in the San Francisco Adult Probation Department. Technical assistance to include planning and facilitating a strategic planning session and the development and editing of a strategic plan that meets the project's communication needs. Implement training that will build professional skills in reducing recidivism through effective use of Evidence-Based Practices. Training services to include design and management of training events both in-person and video-based on specific topics, development of Evidence-Based Toolkit, and a follow up training for supervisors. Design and training services to support the department's vision, goals, and plans in the implementation of evidence-based practices in the San Francisco Adult Probation Department. | Modification | 06/30/12 |
| 4062-07/08 | Public Utilities Commission | Increase Amount \$ New Amount \$8,400,000 | Provide professional construction management (CM) services to oversee various WSIP projects on behalf of the SFPUC for the SF Region/Local work location. CM personnel will augment staff on various capital projects including pump stations, pipelines and water reservoir upgrades. Additionally, as-needed CM staff may be required to support the SFPUC oversight effort and may include adding, on a short-term basis, Construction Managers, Inspectors and Cost Estimating and Scheduling Specialists. | Modification | 01/01/16 |

Civil Service Commission Meeting Minutes**Regular Meeting of August 1, 2011**

| | | | | | |
|------------|-----------------------------|-------------------------------------|---|--------------|----------|
| 4200-06/07 | Public Utilities Commission | Increase Amount \$ New Amount | Provide complete technical security systems design, integration and construction management services for the SFPUC's Department of Homeland Security and for the Capital Improvement and Repair and Readiness Programs in accordance with the American Water Works Association's Security Guidelines for Water Utilities and Risk Assessment Methodology-Water Certification. This modification is necessary to extend the contracting capacity through the final construction phase of the WSIP Projects | Modification | 12/11/15 |
|------------|-----------------------------|-------------------------------------|---|--------------|----------|

Speakers:

Cynthia Avakian, Claudia Luquin and Judi Mosqueda, Airport Commission and Larry Wong, IFPTE Local 21 spoke on PSC #4009-11/12.

Charles Schuler and Cynthia Avakian, Airport Commission spoke on PSC #4011-11/12.

Kofo Domingo, Carl Luckenbill and David Hashemi, Public Utilities Commission spoke on PSC #4012-11/12.

Norma Nelson and James Hurley, Port Commission spoke on PSC #4015-11/12.

Wendy Still, Adult Probation spoke on PSC #3076-10/11.

Kofo Domingo and Howard Fung, Public Utilities Commission spoke on PSC #4062-07/08.

Action:

- (1) Postpone PSC #'s 4013-11/12 and 4014-11/12 to the meeting of August 15, 2011 at the request of the Public Utilities Commission. (Vote of 4 to 0)
- (2) Adopt the report; Approve request for of all remaining proposed personal service contracts. Notify the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0205-11-3 Survey of Monthly Rates Paid to Police Officers and Firefighters in All Cities of 350,000 or More in the State of California. (Item No. 10)

Speakers:

Rich David, Department of Human Resources

Action:

Adopt the report; Transmit rates to the Retirement System in accordance with Charter Section A8.590.1-A8.590-7; Provide report to the Board of Supervisors. (Vote of 4 to 0)

0125-11-4 Appeal by Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood of the examination process for the Position-Based Testing 8124 Investigator, Office of Citizen Complaints (PBT-8124-056244). (Item No. 11)

May 16, 2011:

Postpone to the meeting of June 6, 2011 at the request of Ellen Dolese, Marguerita Fa-Kaji, Roxane Hayes and Gregory Underwood.

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: June 3, 2011DEPARTMENT NAME: Port of San FranciscoDEPARTMENT NUMBER 39TYPE OF APPROVAL: ☐ EXPEDITED

REGULAR

(OMIT POSTING _____)



CONTINUING



ANNUAL

TYPE OF REQUEST:



INITIAL REQUEST



MODIFICATION (PSC# _____)

TYPE OF SERVICE: Real Estate Economics and Related Consulting Services for Waterfront Development ProjectsFUNDING SOURCE: Annual Operating BudgetPSC AMOUNT: \$2,000,000PSC DURATION: January 1, 2012 - December 31, 2014 (3 Years)1. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Port seeks to create a pre-qualified list of 4 or more firms with expertise in real estate economics, market and financial research and analysis, public financing mechanisms, site and master planning, urban design, architecture, historic preservation, maritime and surface transportation planning, community relations and related development services. These Consulting services will support Port staff in its planning and management of public and mixed-use public-private partnership development projects, planning issues, and in negotiating leases.

B. Explain why this service is necessary and the consequences of denial:

The Port of San Francisco relies primarily on revenue derived as developer conduit/landlord for the San Francisco waterfront. As such, it is necessary to procure highly skilled expertise in waterfront real estate and maritime related regulatory planning to manage its revenue generating resources. This expertise is not readily available through city civil service resources and continuity is required to maintain the momentum in the time sensitive development process. Denial of this request would delay existing initiatives and impede revenue generation for the Port.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

Previous PSC # 4017-05/06, CSC Action 08/15/2005.

D. Will the contract(s) be renewed: Unknown at this time.2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):IFPTE, Local 21

Union Name

Signature of person mailing/faxing form

06/03/11

Date

SEIU, Local 1021

Union Name

Signature of person mailing/faxing form

06/03/11

Date

RFP sent to _____, on _____

Union Name

Date

Signature

RFP sent to _____, on _____

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4015 - 11/12 Approved CSC Mtg 08/01/2011

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Below is a summary of the Types of Services Anticipated on an "As-Needed" basis under this RFQ. The consultant may be required to provide any of the following services at the discretion of the Port of San Francisco:

Real Estate Economics:

Real estate lease negotiations
 Site investigation and analysis
 Financial feasibility analysis
 Development cost forecasting/projections
 Market and site feasibility analysis
 Entitlement feasibility analysis
 Marketing and leasing strategic planning
 Pre-development/conceptual architectural designs
 Lease management analysis
 Highest and best use analysis
 Development and land use planning
 Public/private partnership development transactions structure
 Public/private partnership development planning and negotiation
 Supply-demand analysis
 Economic impact analysis
 Commercial/Industrial/residential/maritime use analysis
 Commercial market analysis
 Maritime market analysis
 Local, regional and national development trends for maritime development
 Asset management
 Public financing mechanisms

Related Services:

Historic preservation
 Site and master planning
 Urban design
 Architecture
 Maritime and surface transportation planning and analysis
 Community relations

B. Which, if any, civil service class normally performs this work?

Administrative Analyst Series (L21 & L1021)
 Architect and Landscape Architect Series (L21)
 Planner Series I-V (L21)
 5620 - Regulatory Specialist (L21)
 9377 - Feasibility Analyst, Port (L21)
 9388 - Senior Property Manager, Port (L21)
 9395 - Property Manager, Port (L21)

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The work will be scheduled as-needed, based on the requirements of each individual project. The amount and timing of work required to be performed by the various classes cannot be predicted at this time, but it is anticipated that the work demands will be sporadic and will not require long-term, full-time service. Work will be for short and often intense durations, often in response to direction from the Port Commission and/or Board of Supervisors. Much of the work is of a very specialized nature and requires highly specialized set of skills and expertise that will vary by project. Current Port staff who are qualified to provide some of these services are generally already at maximum capacity but may be assigned to undertake a portion of the work themselves and/or will direct the work of the consultant(s).

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. Classes already exist.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

B. Will the contractor train City and County employees?

- Describe the training and indicate approximate number of hours.

- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.


| Yes | No |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

City and County of San Francisco

Department of Human Resources

- C. Are there legal mandates requiring the use of contractual services? ☐ ☒
- D. Are there federal or state grant requirements regarding the use of contractual services? ☐ ☒
- E. Has a board or commission determined that contracting is the most effective way to provide this service? ☐ ☒
- F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? Unknown at this time. ☐ ☐

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:


Signature of Departmental Personal Services Contract Coordinator

Larena Holmes-Williams

Print or Type Name

(415) 274-0305

Telephone Number

Pier 1 - The Embarcadero

San Francisco, CA 94111

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PORT -- PRTDept. Code: PRTType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Engineering and Related Professional ServicesFunding Source: Operating, Capital, & Bond ProgPSC Amount: \$6,000,000PSC Est. Start Date: 04/01/2016PSC Est. End Date 03/31/2021**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Port intends to issue a Request for Qualifications to establish a pool of four (4) qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually maritime related for maintenance and improvements of the Port's aging infrastructure.

B. Explain why this service is necessary and the consequence of denial:

These services are necessary because although the Port's engineering division provides multi-disciplinary engineering services to all Port divisions, at times, the required services exceeded the available staff resources. The need for consultant services is sporadic and the required expertise is often highly specialized. Denial would impact revenues and services.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

These services have been provided in the past under PSC #4101 - 08/09, CSC Action 03/02/2009.

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

Many of the projects assigned through the Port's as-needed engineering pool are multiyear projects. It is not uncommon for a project duration, including conceptual design, final design and construction, to span five years, especially if project funding is a challenge. It is important to have the same consultant working on the project throughout both the design and the construction phases. The project outcome typically includes higher quality design and construction, completed in less time and for less cost than if the consultant were substituted midway through the project.

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

B. Explain the qualifying circumstances:

The services will be required on an as-needed and generally less than full-time basis.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Training, knowledge, license (as applicable), skill and ability in performing civil, structural, marine, electrical, mechanical, geotechnical and/or soils engineering, coastal engineering, cruise terminal operations, maritime security, historic preservation architecture, landscape architecture, surveying, building inspecting, plan checking, project management, construction management/inspecting, dredging support services, material testing, special inspections and testing, etc.
- B. Which, if any, civil service class(es) normally perform(s) this work? 5207, Assoc Engineer; 5211, Eng/Arch/Landscape Arch Sr; 5218, Structural Engineer; 5241, Engineer; 5268, Architect; 5274, Landscape Architect; 5314, Survey Associate; 6318, Construction Inspector; 6331, Building Inspector;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain:
None anticipated.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
The services will be required on an as-needed and generally less than full-time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt new Civil Service Classifications for work that will be sporadically needed or only needed for a single project.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. The consultants perform highly specialized sporadic work in the design and construction phases of multiyear projects.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 10/07/2015, the Department notified the following employee organizations of this PSC/RFP request:
Building Inspectors - 6331, 6333,Bldg Mtl & Constr Teamsters, L 853,Architect & Engineers, Local 21,Building Inspectors - 6331, 6333,Bldg Mtl & Constr Teamsters, L 853,Architect & Engineers, Local 21,

☐ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Lavena Holmes Phone: 415-274-0305 Email: lavena.holmes@sfport.com

Address: Pier 1, The Embarcadero San Francisco, CA 94111

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 41969 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: Braganza, Lorceli (PRT)
Sent: Friday, January 15, 2016 9:20 AM
To: teamster@ibt856.org
Cc: DHR-PSCCoordinator, DHR (HRD); Choi, Suzanne (HRD); Holmes, Lavena (PRT)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41969 - 15/16

-----Original Message-----

From: DHR-PSCCoordinator, DHR (HRD)
Sent: Friday, January 15, 2016 9:15 AM
To: Braganza, Lorceli (PRT)
Subject: FW: Receipt of Notice for new PCS over \$100K PSC # 41969 - 15/16

-----Original Message-----

From: dhr-psccordinator@sfgov.org [mailto:dhr-psccordinator@sfgov.org] On Behalf Of lavena.holmes@sport.com
Sent: Wednesday, October 07, 2015 4:43 PM
To: Holmes, Lavena (PRT); L21PSCReview@ifpte21.org; Braganza, Lorceli (PRT); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41969 - 15/16

RECEIPT for Union Notification for PSC 41969 - 15/16 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 41969 - 15/16 for \$6,000,000 for Initial Request services for the period 04/01/2016 – 03/31/2021. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/5900> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again, change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

From: dhr-pscordinator@sfgov.org on behalf of lavena.holmes@sfpport.com
To: [Holmes, Lavena \(PRT\)](#); L21PSCReview@lfpte21.org; [Braganza, Lorceli \(PRT\)](#); [Isen, Richard \(TIS\)](#); [DHR-PSCCoordinator, DHR \(HRD\)](#)
Subject: Receipt of Notice for new PCS over \$100K PSC # 41969 - 15/16
Date: Wednesday, October 07, 2015 4:44:33 PM

RECEIPT for Union Notification for PSC 41969 - 15/16 more than \$100k

The PORT -- PRT has submitted a request for a Personal Services Contract (PSC) 41969 - 15/16 for \$6,000,000 for Initial Request services for the period 04/01/2016 – 03/31/2021. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/5900> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you

intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Additional Attachment(s)

Jun. 10. 2009 3:06PM civ-1 service comm

No. 1079 P. 2



CIVIL SERVICE COMMISSION

CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

March 5, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4098-08/09 THROUGH 4113-08/09; 4068-07/08; 4172-07/08 AND 4114-08/09.

At its meeting of March 2, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.

It was the decision of the Commission to:

- (1) PSC #4112-08/09 withdrawn at the request of the Department of Emergency Management.
- (2) Adopt the Human Resources Director's report on all remaining contracts. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Human Resources Director
Gordon Choy, Department of Public Works
Kahala Drain, Children & Families Commission
Jacquie Hale, Department of Public Health
Lavona Holmes-Williams, San Francisco Port
Shamica Jackson, Public Utilities Commission
Jennifer Johnston, Department of Human Resources
Naomi Kelly, Office of Contract Administration
William Lee, Emergency Communications Department
Julian Low, Mayor's Office of Business & Economic Development
Joan Lubamersky, Administrative Services
Christine Martin, Department of Technology
Mary Ng, Department of Human Resources
Brigitte Rockett, Department of Human Resources
Ben Rosenfield, Controller
Commission File
Chron

JUN 10 2009 3:06PM

CIVIL SERVICE COMM

No. 1079 P. 3

POSTING FOR
March 02, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| POS No. | Posting | Department | Position Title | Duration | Estimated Salary |
|------------|---------|---|----------------|-----------|------------------|
| 4098-08/09 | 35 | San Francisco Municipal Transportation Agency | Regular | 30-Mar-12 | \$80,000.00 |
| 4099-08/09 | 35 | San Francisco Municipal Transportation Agency | Regular | 15-Nov-08 | \$250,000.00 |
| 4100-08/09 | 35 | San Francisco Municipal Transportation Agency | Regular | 01-Mar-14 | \$3,000,000.00 |
| 4101-08/09 | 36 | Port of San Francisco | Regular | 30-Jun-14 | \$4,500,000.00 |
| 4102-08/09 | 40 | San Francisco Public Utilities Commission | Regular | 01-Aug-12 | \$1,000,000.00 |
| 4103-08/09 | 40 | San Francisco Public Utilities Commission | Regular | 31-Jul-14 | \$14,000,000.00 |
| 4104-08/09 | 40 | San Francisco Public Utilities Commission | Regular | 31-Dec-10 | \$800,000.00 |
| 4105-08/09 | 40 | San Francisco Public Utilities Commission | Regular | 01-Apr-14 | \$5,000,000.00 |
| 4106-08/09 | 84 | Children and Families Commission | Regular | 01-Aug-12 | \$500,000.00 |
| 4107-08/09 | 70 | GSA-Medical Examiner | Regular | 01-Jan-12 | \$100,000.00 |
| 4108-08/09 | 75 | Department of Technology | Regular | 01-Mar-12 | \$1,725,000.00 |
| 4109-08/09 | 75 | Department of Technology | Regular | 31-Mar-12 | \$435,000.00 |

Page 1 of 2

COURT: DHR
POSTING

City and County of San Francisco

Department of Human Resources

PERSONAL SERVICES CONTRACT SUMMARY

DATE: February 4, 2009DEPARTMENT NAME: Port of San FranciscoDEPARTMENT NUMBER 39

TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING _____)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST ☐ MODIFICATION (PSC# _____)
TYPE OF SERVICE: As-Needed Engineering & Related ServicesFUNDING SOURCE: Port Operating, Capital Budget and Bond ProgramPSC AMOUNT: \$4,500,000 PSC DURATION: 7/1/09 - 6/30/141. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Port intends to issue a Request for Qualifications to establish a pool of three qualified consultant teams capable of providing a wide range of engineering and related services on an as-needed basis for Port capital and on-going projects. Such projects are usually maritime related for maintenance and improvements of the Port's aging infrastructure.

B. Explain why this service is necessary and the consequences of denial:

These services are necessary because although the Port's engineering division provides multi-disciplinary engineering services to all Port divisions, at times, the required services exceed the available staff resources. The need for consultant services is sporadic and the required expertise is often highly specialized. Denial would impact revenues and services.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

These services have been provided in the past under PSC #4021-05/06

D. Will the contract(s) be renewed: No

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):IFPTE, Local 21

Union Name

Signature of person mailing/faxing form

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to IFPTE, Local 21, on February 20, 2009

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4101-08/09 app'd 3/2/09

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

City and County of San Francisco

Department of Human Resources

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Training, knowledge, license(as applicable), skill and ability in performing civil, structural, marine, electrical, mechanical, geotechnical and/or soils engineering, coastal engineering, cruise terminal operations, maritime security, historic preservation architecture, landscape architecture, surveying, project management, special testing and inspections; etc.

B. Which, if any, civil service class normally performs this work?

5207 Associate Engineer; 5218 Structural Engineer; 5241 Engineer; 5211 Senior Engineer; 5268 Architect, 5274 Landscape Architect and various classes in the engineering and architectural assistant and associate series.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

None anticipated.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The services will be required on an as-needed and generally less than full-time basis. Although some of the work can be performed by Port and other City staff, the timing of the service needs does not always align with staff workloads and availability to perform the work. In some cases, the expertise is highly specialized and otherwise not available.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

It would not be practical to adopt new civil service classifications for work that will be sporadically needed or only needed for a single project.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes

No

☐☒

B. Will the contractor train City and County employees?

☐☒

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

☐☒

D. Are there federal or state grant requirements regarding the use of contractual services?

☐☒

E. Has a board or commission determined that contracting is the most effective way to provide this service?

☐☒

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

☐☐

This will be a competitive procurement and thus unknown.

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:

Lavena Holmes-Williams

Signature of Departmental Personal Services Contract Coordinator

Lavena Holmes-Williams

415-274-0421

Print or Type Name

Telephone Number

Pier 1 - The Embarcadero
San Francisco, CA 94111

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Workforce and Patient Experience SurveysFunding Source: General FundPSC Duration: 5 years 1 dayPSC Amount: \$2,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will develop, implement and report on surveys of Department of Public Health (DPH) patients and employees. Patient surveys will gather data and feedback from to increase DPH efforts to make care more patient-centered by identifying key areas for delivery system improvement and informing DPH efforts help patients manage their health. Patient experience data will also be used to compare health care quality by patients, providers, payers, policymakers and the general public, especially by patients wishing to compare provider information as they choose a provider. Workforce surveys will gather information and feedback from DPH employees measuring factors that contribute to overall job satisfaction, using on both paper and online methodologies, with a final statistical analysis and report back to DPH management. Surveys will be developed in partnership with DPH managers in order to customize them to DPH, with DPH retaining all data and reports.

B. Explain why this service is necessary and the consequence of denial:

To help DPH be competitive as the provider of choice for the patient population newly eligible for its services under the Affordable Care Act, and to retain patients who already use DPH as their "medical home," DPH must ensure that it knows these patients well and that it works to maximize employee job satisfaction so that services are delivered at the optimum possible levels. As DPH does not have the capacity to conduct these as-needed surveys, denial of this request will significantly reduce DPH's competitiveness and likely result in reduced revenues and program cutbacks.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This is a new service.

D. Will the contract(s) be renewed?

If there is a need and funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

The Department expects a continued need for these services, which will include comparison of results from year to year.

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).
- ☒ Circumstances where there is a demonstrable potential conflict of interest (e.g., independent appraisals, audits, inspections, third party reviews and evaluations).

B. Explain the qualifying circumstances:

The initial design, administration, and report on these surveys is needed only on a very short-term basis. Ongoing administration will be intermittent and only as-needed. The City does not currently have civil service classes which perform this work, and establishment of such a class would be impractical due to the specialized and intermittent nature of the work needed. Additionally, federal law requires that these services be provided by a third party who reports results to the Contract Monitoring Division and the federal government. The law does not allow organizations to assess themselves, given the conflict of interest with reimbursement implications.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: The contractor must demonstrate experience in successful completion of other patient and workforce experience surveys in similar environments, e.g., governmental multi-site home health agencies, skilled nursing facilities, acute care trauma centers, primary care clinics, specialty care clinics, population health clinics, behavioral health, dialysis clinics, and/or neurology clinics (related to patients who have had or are at risk of a stroke).
- B. Which, if any, civil service class(es) normally perform(s) this work? 2119, Health Care Analyst;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will have requisite software and experienced and available personnel to perform these time-limited, as-needed services.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The City lacks the resources to provide these survey services in as broad and specialized a manner as is needed. Additionally, federal law requires that these services be provided by a third party who reports results to the Contract Monitoring Division and the federal government. The law does not allow organizations to assess themselves, given the conflict of interest with reimbursement implications.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
There are no existing civil service classes that currently do this work.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No. The initial design, administration, and report on these surveys is needed only on a very short-term basis. Ongoing administration will be intermittent and only as-needed, and the services are sufficient specialized that establishment of new classification would be impractical.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
There will be a data portal set up to house all the survey data, and there will be a need for webinars and other technical training as new DPH staff need to learn how to access the data.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 01/11/2016, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307 San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 45761 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, January 11, 2016 9:50 AM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Hale, Jacquie (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 45761 - 15/16

RECEIPT for Union Notification for PSC 45761 - 15/16 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 45761 - 15/16 for \$2,000,000 for Initial Request services for the period 10/01/2015 – 09/30/2020. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/5722> For union notification, please see the TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH -- DPHDept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Professional services in support of the Electronic Health Record (EHR) project for the DPHFunding Source: General FundPSC Duration: 4 yearsPSC Amount: \$8,000,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor(s) will advise and assist Department executive, senior and management staff; assess DPH's readiness to implement a new unified EHR; identify risks in the planning for the EHR; develop an EHR Preliminary Implementation Plan; recommend a strategy for master data management, electronic master patient index, archive, enterprise data warehouse, customer relation software and Enterprise Content Management (ECM); identify a product displacement timeline and costs associated with any non-EHR vendor solution; reconcile displaced vendors with EHR and dollars saved; assist in determining the degree to which the selected EHR alternative addresses DPH needs and identify functional areas which need to be addressed by legacy or other third party solutions; help identify product gaps between proposal and existing products that allows DPH to coordinate and successfully manage core EHR and related activities; provide advice and consultation to DPH in vendor negotiations; provide an analysis of EHR partner assumptions and staffing models and refine budgeting and contracting issues and information; assist in identifying and applying industry standards for Service Level Agreements (SLAs); assist in developing an effective administrative structure within the Department of Public Health (DPH) and between DPH and the selected Electronic Health Record (EHR) vendor; and, when a solution is determined, contractor will also provide project management, program audit and compliance services.

B. Explain why this service is necessary and the consequence of denial:

This service is necessary to successfully plan, develop and deploy a unified EHR system provide safe care across the Department of Public Health (DPH) and the San Francisco Health Network (SFHN). Current systems inhibit access to relevant information for providers and for patients/clients transitioning throughout SFHN providers and facilities. The primary EHR is at the end of its life. Consequences of denial of this service include degradation in the quality of patient services, loss of revenue, non-compliance with Federal regulations as applicable to the Affordable Care Act, and overall viability of the SFHN as a competitive provider of healthcare services in the new marketplace.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

These are new services.

D. Will the contract(s) be renewed?

If there is a continued need.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request

A. Indicate all that apply (be specific and attach any relevant supporting documents):

- ☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

B. Explain the qualifying circumstances:

Current staff do not have the experience and expertise to mitigate the risk associated with the multi-million dollar contract for an EHR system. This engagement is temporary in nature for the duration of the contracting, planning and implementation phases of the project.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Proven record of objectivity regarding EHR vendor selection; deep understanding of Accountable Care Organization (ACO) requirements and Public Health constraints; expert knowledge of EHR vendors, their strengths and weaknesses, technological capacities, and past performance; strong contract negotiation consultative skills, highly expert understanding of governance structures within and amongst ACOs; experience and effectiveness in oversight of similar very large, complex landmark projects.

B. Which, if any, civil service class(es) normally perform(s) this work? 1054, IS Business Analyst-Principal; 1823, Senior Administrative Analyst; 1824, Pr Administrative Analyst; 1830, Perf Analyst III Project Mgr; 0933, Manager V;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, to the extent they are needed to perform the services needed.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

These are consultant services needed by DPH executive management to provide information and resources for this transformative process necessary for the City's successful transition to the managed health care environment and protection of patient information, which are unavailable within the City.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Current staff do not have the experience and expertise to mitigate the risk associated with this landmark contract for an EHR system. This engagement is temporary in nature for the duration of the contracting and planning phase of the EHR project.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. It would not be practical to adopt a new civil service class because these services are highly specialized and not regularly needed.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

The nature of the services does not include formal training of civil service staff, but will provide consultation to DPH executive, senior, and management level staff.

- C. Are there legal mandates requiring the use of contractual services?

No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. **Union Notification:** On 12/11/2015, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21, Municipal Executive Association, Professional & Tech Engrs, Local 21, Municipal Executive Association,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307 San Francisco, CA, 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48678 - 15/16

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Friday, December 11, 2015 4:25 PM
To: Hale, Jacquie (DPH); L21PSCReview@ifpte21.org; camaguey@sfmea.com; staff@sfmea.com; Rossi, Ron (DPH); Isen, Richard (TIS); DHR-PSCCoordinator, DHR (HRD)
Subject: Receipt of Notice for new PCS over \$100K PSC # 48678 - 15/16

RECEIPT for Union Notification for PSC 48678 - 15/16 more than \$100k

The PUBLIC HEALTH -- DPH has submitted a request for a Personal Services Contract (PSC) 48678 - 15/16 for \$8,000,000 for Initial Request services for the period 01/01/2016 -- 12/31/2019. Notification of 30 days (60 days for SEIU) is required.

After logging into the system please select link below, view the information and verify receipt:

<http://apps.sfgov.org/dhrdrupal/node/6078> For union notification, please see the

TO: field of the email to verify receipt. If you do not see all the unions you intended to contact, the PSC Coordinator must change the state back to NOT READY, make sure the classes and unions you want to notify are selected and SAVE. Then VIEW the record and verify the list of unions and emails. EDIT the document again , change the state back START UNION NOTIFICATION and SAVE. You should receive the email with all unions to the TO: field as intended

Modification

Personal Services Contracts

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ADULT PROBATIONDept. Code: ADP

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4050 10/11)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Purchase, Installation and training of COMPAS copyrighted software programFunding Source: Federal Grant and General FundPSC Original Approved Amount: \$474,000PSC Original Approved Duration: 09/30/10 - 09/29/13 (3 years)PSC Mod#1 Amount: \$235,000PSC Mod#1 Duration: 09/30/13-03/31/15 (1 year 26 weeks)PSC Mod#2 Amount: \$290,300PSC Mod#2 Duration: 04/01/15-06/30/16 (1 year 13 weeks)PSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 07/01/16-06/30/21 (5 years 1 day)PSC Cumulative Amount Proposed: \$999,300PSC Cumulative Duration Proposed: 10 years 39 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The San Francisco Adult Probation Department (APD) will procure the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS) copyrighted software program from Northpointe Institute for Public Management, Inc. for implementing a risk/needs assessment and case management consolidated software business solution that meets APD's workflow and data information needs which includes a Justice Tracking Information System (JUSTIS) Interface and Supervise Released File Functionality.

B. Explain why this service is necessary and the consequence of denial:

See attachment for more information.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes. Through this PSC approved authority.

D. Will the contract(s) be renewed?

Yes, only the software license will be renewed in the future.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

This PSC is for the procurement of a software application to manage comprehensive data from

the Adult Probation Department (APD). The need to store and manage data using this software application is ongoing and extends beyond five years.

2. Reason(s) for the Request

A. Display all that apply

☒ Immediately needed services to address unanticipated or transitional situations, or services needed to address emergency situations.

☒ Regulatory or legal requirements, or requirements or mandates of funding source(s) which limit or preclude the use of Civil Service Employees. Include a copy of the applicable requirement or mandate.

Explain the qualifying circumstances:

Senate Bill 678 mandates the use of a risk/needs assessment which is the software that is being contracted for. The Superior Court will also be using the contracted risk and needs assessment software.

B. Reason for the request for modification:

Increase PSC duration. City and County of San Francisco Board of Supervisors' Resolution 286-15 approved settlement of unlitigated claim in favor of the City agreeing to amend the agreement by extending its term by five years from the effective date of the Amendment.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: No other vendor could reach the same level of competence as COMPAS is copyrighted software and under contract to California Department of Corrections and Rehabilitation (CDCR) to provide Risk and Needs Assessment software for the next two years. COMPAS has 600,000 completed risk and needs assessments which APD and other criminal justice agencies will have access to.

B. Which, if any, civil service class(es) normally perform(s) this work? none

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

The software is proprietary and cannot be obtained through available resources.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

COMPAS is proprietary software that only NorthPointe has the expertise in installing and configuring it. After NorthPointe installs and configures the COMPAS software, the company will provide training to the City employees for further day-to-day operation.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The installation of the COMPAS proprietary software is a one-time project. This software is copyrighted and cannot be installed by Civil Service Personnel without violating the copyright.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
See attachment for more information.
- C. Are there legal mandates requiring the use of contractual services?
See attachments for more information.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
See attachments for more information.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

- 7. Union Notification:** On 01/08/16, the Department notified the following employee organizations of this PSC/RFP request:
all unions were notified

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Diane Lim Phone: 553-1058 Email: diane.lim@sfgov.org

Address: 880 Bryant Street, Room 200, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4050 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Martinez, Veronica (ADP)

From: dhr-psccordinator@sfgov.org on behalf of diane.lim@sfgov.org
Sent: Friday, January 08, 2016 11:41 AM
To: Lim, Diane (ADP); amakayan@ifpte21.org; jb@local16.org; Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC); Sandeep.lal@seiu1021.me; pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; richardisen@gmail.com; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; agonzalez@iam1414.org; ted.zarzecki@seiu1021.net; leah.berlanga@seiu1021.org; gail@sfflocal798.org; cityworker@sfcwu.org; davidmkersten@gmail.com; djohnson@opcmlalocal300.org; hodlocal@pacbell.net; ablood@cirseiu.org; pkarinen@nccrc.org; tony@dc16.us; stevek@bac3-ca.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); smcgarry@nccrc.org; rmitchell@twusf.org; grojo@local39.org; jduritz@uapd.com; staff@sfmea.com; mike@dc16.us; khughes@ibew6.org; L21PSCReview@ifpte21.org; sfsmsa@gmail.com; mshelley@dc16.us; david.canham@seiu1021.org; jtanner940@aol.com; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; LiUNA.local261@gmail.com; local200twu@sbcglobal.net; speedy4864@aol.com; camaguey@sfmea.com; ecdemvoter@aol.com; tiya.thlang@seiu1021.org; Martinez, Veronica (ADP); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4050 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ADULT PROBATION -- ADP has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period July 1, 2016 -- June 30, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6279>

Email sent to the following addresses: Please check the record to see if you selected a union where a corresponding email in the TO: field isn't present.

Either you selected none or there is no email entered in the system by that particular union

Additional Attachment(s)

For all PSCs if the duration requested is 5 years or more, an explanation is required. Historical PSC required:

This PSC is for the procurement of a software application to manage comprehensive data from the Adult Probation Department (APD). The need to store and manage data using this software application is ongoing and extends beyond five years.

1B. Explain why this service is necessary and the consequences of denial:

APD's current data collection infrastructure (cTAG, APD's current case management system, and Correctional Assessment and Intervention System (CAIS) applications) does not meet its business needs nor does it allow the collection of required data to comply with California Community Corrections Performance Incentives Act of 2009/Senate Bill 678 and the Administrative Office of the Courts's California Risk Assessment Pilot Project (CALRAPP) programs which are "mission critical" for the Department. NorthPointe's COMPAS is the application that meets APD's current and future business needs within the Department's required timeline.

PSC 4050 10/11 Additional Information:

6B. Will the contractor train employees? If so, please explain what that will entail; if no, explain why not: *

☒ yes

☐ no

Describe Training including number of hours. Indicate occupational type of employees. If no training, please explain: NorthPointe will provide User and Operation/Administration manuals and will conduct 5 training sessions (3 for users and 2 for system administrators).

Training participants will be Adult Probation Officers (including Supervisors and Division Directors) and IS System Administrators. Approximately 100 employees will receive the training on using the software and 2 on using it and administering it.

6C. Are there legal mandates requiring the use of contractual services?: *

☒ yes

☐ no

Notes on Legal Mandates: Senate Bill 678 mandates the use of a risk/needs assessment which is the software that is being contracted for.

6D. Are there federal or state grant requirements regarding the use of contractual services?: *

☒ yes

☐ no

Notes on federal or state grant requirements: Senate Bill 678 mandates the use of a risk/needs assessment which is the software that is being contracted for.

Senate Bill No. 678

CHAPTER 608

An act to add and repeal Chapter 3 (commencing with Section 1228) of Title 8 of Part 2 of the Penal Code, relating to probation.

[Approved by Governor October 11, 2009. Filed with
Secretary of State October 11, 2009.]

LEGISLATIVE COUNSEL'S DIGEST

SB 678, Leno. Criminal recidivism.

Existing law authorizes the Department of Corrections and Rehabilitation to oversee programs for the purposes of reducing parolee recidivism.

This bill would authorize each county to establish a Community Corrections Performance Incentives Fund (CCPIF) and would authorize the state to annually allocate money into a State Corrections Performance Incentives Fund to be used for specified purposes relating to improving local probation supervision practices and capacities, as specified. This bill would require the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, to calculate the amount of money to be appropriated from the state fund into a CCPIF. This bill would specify that the calculation would be based on costs avoided by the Department of Corrections and Rehabilitation because of a reduction in the percentage of adult probationers sent to prison for a probation failure, as specified. This bill would also require each county using CCPIF funds to identify and track specific outcome-based measures, as specified, and report to the Administrative Office of the Courts on the effectiveness of the programs paid for by the CCPIF.

This bill would require the community corrections programs to be developed and implemented by the chief probation officer, as advised by a Community Corrections Partnership. This bill would require specified local officials to serve as part of that Community Corrections Partnership. Because this bill would increase the duties for certain local officials, it would impose a state-mandated local program.

The California Constitution requires the state to reimburse local agencies and school districts for certain costs mandated by the state. Statutory provisions establish procedures for making that reimbursement.

This bill would provide that, if the Commission on State Mandates determines that the bill contains costs mandated by the state, reimbursement for those costs shall be made pursuant to these statutory provisions.

The people of the State of California do enact as follows:

SECTION 1. This act shall be known and may be cited as the California Community Corrections Performance Incentives Act of 2009.

SBC. 2. Chapter 3 (commencing with Section 1228) is added to Title 8 of Part 2 of the Penal Code, to read:

CHAPTER 3. CALIFORNIA COMMUNITY CORRECTIONS PERFORMANCE
INCENTIVES

1228. The Legislature finds and declares all of the following:

(a) In 2007, nearly 270,000 felony offenders were subject to probation supervision in California's communities.

(b) In 2007, out of 46,987 new admissions to state prison, nearly 20,000 were felony offenders who were committed to state prison after failing probation supervision.

(c) Probation is a judicially imposed suspension of sentence that attempts to supervise, treat, and rehabilitate offenders while they remain in the community under the supervision of the probation department. Probation is a linchpin of the criminal justice system, closely aligned with the courts, and plays a central role in promoting public safety in California's communities.

(d) Providing sustainable funding for improved, evidence-based probation supervision practices and capacities will improve public safety outcomes among adult felons who are on probation. Improving felony probation performance, measured by a reduction in felony probationers who are sent to prison because they were revoked on probation or convicted of another crime while on probation, will reduce the number of new admissions to state prison, saving taxpayer dollars and allowing a portion of those state savings to be redirected to probation for investing in community corrections programs.

1229. As used in this chapter, the following definitions apply:

(a) "Community corrections" means the placement of persons convicted of a felony offense under probation supervision, with conditions imposed by a court for a specified period.

(b) "Chief probation officer" means the chief probation officer for the county or city and county in which an adult offender is subject to probation for the conviction of a felony offense.

(c) "Community corrections program" means a program established pursuant to this act consisting of a system of felony probation supervision services dedicated to all of the following goals:

(1) Enhancing public safety through the management and reduction of offender risk while under felony probation supervision and upon reentry from jail into the community.

(2) Providing a range of probation supervision tools, sanctions, and services applied to felony probationers based on a risk/needs assessment

for the purpose of reducing criminal conduct and promoting behavioral change that results in reducing recidivism and promoting the successful reintegration of offenders into the community.

(3) Maximizing offender restitution, reconciliation, and restorative services to victims of crime.

(4) Holding offenders accountable for their criminal behaviors and for successful compliance with applicable court orders and conditions of supervision.

(5) Improving public safety outcomes for persons placed on probation for a felony offense, as measured by their successful completion of probation and commensurate reduction in the rate of felony probationers sent to prison as a result of a probation revocation or conviction of a new crime.

(d) "Evidence-based practices" refers to supervision policies, procedures, programs, and practices demonstrated by scientific research to reduce recidivism among individuals under probation, parole, or postrelease supervision.

1230. (a) Each county is hereby authorized to establish in each county treasury a Community Corrections Performance Incentives Fund (CCPIF), to receive all amounts allocated to that county for purposes of implementing this chapter.

(b) In any fiscal year for which a county receives moneys to be expended for the implementation of this chapter, the moneys, including any interest, shall be made available to the chief probation officer (CPO) of that county, within 30 days of the deposit of those moneys into the fund, for the implementation of the community corrections program authorized by this chapter.

(1) The community corrections program shall be developed and implemented by probation and advised by a local Community Corrections Partnership.

(2) The local Community Corrections Partnership shall be chaired by the chief probation officer and comprised of the following membership:

- (A) The presiding judge of the superior court, or his or her designee.
- (B) A county supervisor or the chief administrative officer for the county.
- (C) The district attorney.
- (D) The public defender.
- (E) The sheriff.
- (F) A chief of police.
- (G) The head of the county department of social services.
- (H) The head of the county department of mental health.
- (I) The head of the county department of employment.
- (J) The head of the county alcohol and substance abuse programs.
- (K) The head of the county office of education.
- (L) A representative from a community-based organization with experience in successfully providing rehabilitative services to persons who have been convicted of a criminal offense.
- (M) An individual who represents the interests of victims.

(3) Funds allocated to probation pursuant to this act shall be used to provide supervision and rehabilitative services for adult felony offenders subject to probation, and shall be spent on evidence-based community corrections practices and programs, as defined in subdivision (c) of Section 1229, which may include, but are not limited to, the following:

(A) Implementing and expanding evidence-based risk and needs assessments.

(B) Implementing and expanding intermediate sanctions that include, but are not limited to, electronic monitoring, mandatory community service, home detention, day reporting, restorative justice programs, work furlough programs, and incarceration in county jail for up to 90 days.

(C) Providing more intensive probation supervision.

(D) Expanding the availability of evidence-based rehabilitation programs including, but not limited to, drug and alcohol treatment, mental health treatment, anger management, cognitive behavior programs, and job training and employment services.

(E) Evaluating the effectiveness of rehabilitation and supervision programs and ensuring program fidelity.

(4) The chief probation officer shall have discretion to spend funds on any of the above practices and programs consistent with this act but, at a minimum, shall devote at least 5 percent of all funding received to evaluate the effectiveness of those programs and practices implemented with the funds provided pursuant to this chapter. A chief probation officer may petition the Administrative Office of the Courts to have this restriction waived, and the Administrative Office of the Courts shall have the authority to grant such a petition, if the CPO can demonstrate that the department is already devoting sufficient funds to the evaluation of these programs and practices.

(5) Each probation department receiving funds under this chapter shall maintain a complete and accurate accounting of all funds received pursuant to this chapter.

1231. (a) Community corrections programs funded pursuant to this act shall identify and track specific outcome-based measures consistent with the goals of this act.

(b) The Administrative Office of the Courts, in consultation with the Chief Probation Officers of California, shall specify and define minimum required outcome-based measures, which shall include, but not be limited to, all of the following:

(1) The percentage of persons on felony probation who are being supervised in accordance with evidence-based practices.

(2) The percentage of state moneys expended for programs that are evidence-based, and a descriptive list of all programs that are evidence-based.

(3) Specification of supervision policies, procedures, programs, and practices that were eliminated.

(4) The percentage of persons on felony probation who successfully complete the period of probation.

(c) Each chief probation officer receiving funding pursuant to Sections 1233 to 1233.6, inclusive, shall provide an annual written report to the Administrative Office of the Courts and the Department of Corrections and Rehabilitation evaluating the effectiveness of the community corrections program, including, but not limited to, the data described in subdivision (b).

(d) The Administrative Office of the Courts shall, in consultation with the chief probation officer of each county and the Department of Corrections and Rehabilitation, provide a quarterly statistical report to the Department of Finance including, but not limited to, the following statistical information for each county:

- (1) The number of felony filings.
- (2) The number of felony convictions.
- (3) The number of felony convictions in which the defendant was sentenced to the state prison.
- (4) The number of felony convictions in which the defendant was granted probation.
- (5) The adult felon probation population.
- (6) The number of felons who had their probation revoked and were sent to prison for that revocation.
- (7) The number of adult felony probationers sent to state prison for a conviction of a new felony offense, including when probation was revoked or terminated.

1232. Commencing no later than 18 months following the initial receipt of funding pursuant to this act and annually thereafter, the Administrative Office of the Courts, in consultation with the Department of Corrections and Rehabilitation, the Department of Finance, and the Chief Probation Officers of California, shall submit to the Governor and the Legislature a comprehensive report on the implementation of this act. The report shall include, but not be limited to, all of the following information:

(a) The effectiveness of the community corrections program based on the reports of performance-based outcome measures required in Section 1231.

(b) The percentage of felony probationers whose probation was revoked for the year on which the report is being made.

(c) The percentage of felony probationers who were convicted of crimes during their term of probation for the year on which the report is being made.

(d) The impact of the moneys appropriated pursuant to this act to enhance public safety by reducing the percentage and number of felony probationers whose probation was revoked for the year being reported on for probation violations or new convictions, and to reduce the number of felony probationers who are sent to prison for the year on which the report is being made.

(e) Any recommendations regarding resource allocations or additional collaboration with other state, regional, federal, or local entities for improvements to this act.

1233. (a) The Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee,

the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate for each county a baseline probation failure rate that equals the average number of adult felony probationers sent to state prison during calendar years 2006 to 2008, inclusive, as a percentage of the average adult felony probation population during the same period.

(b) For purposes of calculating the baseline probation failure rate, the number of adult felony probationers sent to prison shall include those adult felony probationers sent to state prison for a revocation of probation, as well as adult felony probationers sent to state prison for a conviction of a new felony offense. The calculation shall also include adult felony probationers sent to prison for conviction of a new crime who simultaneously have their probation term terminated.

1233.1. After the conclusion of each calendar year following the enactment of this section, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate the following for that calendar year:

(a) The cost to the state to incarcerate in prison and supervise on parole a probationer sent to prison. This calculation shall take into consideration factors, including, but not limited to, the average length of stay in prison and on parole for probationers, as well as the associated parole revocation rates, and revocation costs.

(b) The statewide probation failure rate. The statewide probation failure rate shall be calculated as the total number of adult felony probationers statewide sent to prison in the previous year as a percentage of the statewide adult felony probation population as of June 30 of that year.

(c) A probation failure rate for each county. Each county's probation failure rate shall be calculated as the number of adult felony probationers sent to prison from that county in the previous year as a percentage of the county's adult felony probation population as of June 30 of that year.

(d) An estimate of the number of adult felony probationers each county successfully prevented from being sent to prison. For each county, this estimate shall be calculated based on the reduction in the county's probation failure rate as calculated annually pursuant to subdivision (c) of this section and the county's baseline probation failure rate as calculated pursuant to Section 1233. In making this estimate, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall adjust the calculations to account for changes in each county's adult felony probation caseload in the most recent completed calendar year as compared to the county's adult felony probation population during the period 2006 to 2008, inclusive.

(e) In calculating probation failure rates for the state and individual counties, the number of adult felony probationers sent to prison shall include those adult felony probationers sent to state prison for a revocation of

probation, as well as adult felony probationers sent to state prison for a conviction of a new felony offense. The calculation shall also include adult felony probationers who are sent to prison for conviction of a new crime and who simultaneously have their probation terms terminated.

1233.2. Annually, after the conclusion of each calendar year, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall identify the appropriate Probation Revocation Tier for each county for which it was estimated that the county successfully prevented any number of adult felony probationers from being sent to state prison, as provided in subdivision (d) of Section 1233.1. The tiers shall be defined as follows:

(a) Tier 1. A Tier 1 county is one which has a probation failure rate, as defined in subdivision (c) of Section 1233.1, that is no more than 25 percent higher than the statewide probation failure rate, as defined in subdivision (b) of Section 1233.1.

(b) Tier 2. A Tier 2 county is one which has a probation failure rate, as defined in subdivision (c) of Section 1233.1, that is more than 25 percent above the statewide probation failure rate, as defined in subdivision (b) of Section 1233.1.

1233.3. Annually, the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate a probation failure reduction incentive payment for each eligible county, pursuant to Section 1233.2, for the most recently completed calendar year, as follows:

(a) For a county identified as being in Tier 1, as defined in subdivision (a) of Section 1233.2, its probation failure reduction incentive payment shall equal the estimated number of probationers successfully prevented from being sent to prison, as defined by subdivision (d) of Section 1233.1, multiplied by 45 percent of the costs to the state to incarcerate in prison and supervise on parole a probationer who was sent to prison, as defined in subdivision (a) of Section 1233.1.

(b) For a county identified as being in Tier 2, as defined in subdivision (b) of Section 1233.2, its probation failure reduction incentive payment shall equal the estimated number of probationers successfully prevented from being sent to prison, as defined by subdivision (d) of Section 1233.1, multiplied by 40 percent of the costs to the state to incarcerate in prison and supervise on parole a probationer who was sent to prison, as defined in subdivision (a) of Section 1233.1.

1233.4. (a) It is the intent of the Legislature for counties demonstrating high success rates with adult felony probationers to have access to performance-based funding as provided for in this section.

(b) On an annual basis, the Department of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts, shall calculate 5 percent of the savings

to the state attributed to those counties that successfully reduce the number of adult felony probationers sent to state prison.

(c) The savings estimated pursuant to subdivision (b) shall be used to provide high performance grants to county probation departments for the purpose of bolstering evidence-based probation practices designed to reduce recidivism among adult felony probationers.

(d) County probation departments eligible for these high performance grants shall be those with adult probation failure rates more than 50 percent below the statewide average in the most recently completed calendar year.

(e) A county probation department may receive a high performance grant under this section in a year in which it does not also receive a probation failure reduction incentive payment as provided for in Section 1233.3. The CPO of a county that qualifies for both a high performance grant and a probation failure reduction incentive payment shall indicate to the Administrative Office of the Courts, by a date designated by the Administrative Office of the Courts, whether the CPO chooses to receive the high performance grant or probation failure reduction payment.

(f) The grants provided for in this section shall be administered by the Administrative Office of the Courts. The Administrative Office of the Courts shall seek to ensure that all qualifying probation departments that submit qualifying applications receive a proportionate share of the grant funding available based on the population of adults ages 18 to 25, inclusive, in each of the counties receiving the grants.

1233.5. If data of sufficient quality and of the types required for the implementation of this act are not available to the Director of Finance, then the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, and the Administrative Office of the Courts, shall use the best available data to estimate probation failure reduction incentive payments and high performance grants utilizing a methodology that is as consistent with that described in this act as is reasonably possible.

1233.6. (a) Probation failure reduction incentive payments and high performance grants calculated for any calendar year shall be provided to counties in the following fiscal year. The total annual payment to each county shall be divided into four equal quarterly payments.

(b) The Department of Finance shall include an estimate of the total probation failure reduction incentive payments and high performance grants to be provided to counties in the coming fiscal year as part of the Governor's proposed budget released no later than January 10 of each year. This estimate shall be adjusted by the Department of Finance, as necessary, to reflect the actual calculations of probation revocation incentive payments and high performance grants completed by the Director of Finance, in consultation with the Department of Corrections and Rehabilitation, the Joint Legislative Budget Committee, the Chief Probation Officers of California, and the Administrative Office of the Courts. This adjustment shall occur as part of standard budget revision processes completed by the Department of Finance in April and May of each year.

(c) There is hereby established a State Community Corrections Performance Incentives Fund. Moneys budgeted for purposes of providing probation revocation incentive payments and high performance grants authorized in Sections 1230 to 1233.6, inclusive, shall be deposited into this fund. Any moneys deposited into this fund shall be administered by the Administrative Office of the Courts and the share calculated for each county probation department shall be transferred to its Community Corrections Performance Incentives Fund authorized in Section 1230. The Legislature may allocate up to 3 percent of the funds annually deposited into the State Community Corrections Performance Incentives Fund for use by the Administrative Office of the Courts for the costs of administering this program.

1233.7. The moneys appropriated pursuant to this chapter shall be used to supplement, not supplant, any other state or county appropriation for the chief probation officer or the probation department.

1233.8. This chapter shall remain in effect only until January 1, 2015, and as of that date is repealed, unless a later enacted statute, that is enacted before January 1, 2015, deletes or extends that date.

SEC. 3. The Judicial Council shall consider the adoption of appropriate modifications to the Criminal Rules of Court, and of other judicial branch policies, procedures, and programs, affecting felony probation services that would support implementation of the evidence-based probation supervision practices described in this chapter.

SEC. 4. If the Commission on State Mandates determines that this act contains costs mandated by the state, reimbursement to local agencies and school districts for those costs shall be made pursuant to Part 7 (commencing with Section 17500) of Division 4 of Title 2 of the Government Code.

1 [Settlement of Unlitigated Claim - Northpointe, Inc. - City to Receive \$1,232,101 in Services]
 2
 3 Resolution approving settlement of the unlitigated claim in favor of the City and County
 4 of San Francisco against Northpointe, Inc., for delivery of approximately \$1,232,101 in
 5 deliverables under the parties' existing Software License and Services Agreement, and
 6 an amendment and extension of that agreement.
 7

8 WHEREAS, In March 2011, the City and software developer Northpointe, Inc.,
 9 ("Northpointe") entered into a Software License and Services Agreement ("Prime Contract
 10 Agreement"), under which Northpointe agreed to develop and deliver a Case Management
 11 System ("CMS") to the City for use by the Adult Probation Department ("APD"); and

12 WHEREAS, Between March 2011 and June 2015, Northpointe attempted, but failed to
 13 deliver a CMS to the City; and

14 WHEREAS, Northpointe has agreed to the settlement of this matter, on the following
 15 terms:

- 16 (a) The parties will amend the Prime Contract Agreement to delete the CMS,
 17 including all related terms and work, in its entirety, from the Prime Contract
 18 Agreement;
- 19 (b) The parties will amend the Prime Contract Agreement to add delivery by
 20 Northpointe to the City of Alternative Deliverables, valued at \$1,232,101, and to
 21 extend the term by five years from the effective date of the Amendment;
- 22 (c) Northpointe and its CMS Subcontractor will provide an express written waiver
 23 and release of all claims against the City; and
- 24 (d) Northpointe and its CMS Subcontractor will provide written authorization for the
 25 City to copy, use, grant access to, and/or share with any future City CMS vendor

1 any and all CMS screenshots, requirements, and/or requirements-related
 2 documents developed to date; and
 3 WHEREAS, Northpointe and the City agree that each should bear its own costs and
 4 fees; and

5 WHEREAS, APD recommends the settlement; now, therefore, be it

6 RESOLVED, That pursuant to Administrative Code, Section 10.24, the Board of
 7 Supervisors hereby authorizes the City Attorney to settle and compromise the claim by the
 8 City against Northpointe, Inc., as described herein.

APPROVED:

DENNIS J. HERRERA
City Attorney)

Elaine O'Neil
ELAINE O'NEIL

ELAINE O'NEIL

Deputy City Attorney
Construction and Public Contracting Team
Leader

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RECOMMENDED:

SAN FRANCISCO ADULT PROBATION
DEPARTMENT

Karen L Fletcher
KAREN L FLETCHER

KAREN L. FLETCHER

Chief Adult Probation Officer
CITY AND COUNTY OF SAN FRANCISCO



City and County of San Francisco

City Hall
1 Dr. Carlton B. Goodlett Place
San Francisco, CA 94102-4639

Tails Resolution

File Number: 150638

Date Passed: July 21, 2015

Resolution approving settlement of the unlitigated claim in favor of the City and County of San Francisco against Northpointe, Inc., for delivery of approximately \$1,232,101 in deliverables under the parties' existing Software License and Services Agreement, and an amendment and extension of that agreement.

July 09, 2015 Government Audit and Oversight Committee - RECOMMENDED..

July 21, 2015 Board of Supervisors - ADOPTED

Ayes: 10 - Avalos, Breed, Christensen, Cohen, Farrell, Kim, Mar, Tang, Wiener and Yee
Excused: 1 - Campos

File No. 150636

I hereby certify that the foregoing Resolution was ADOPTED on 7/21/2015 by the Board of Supervisors of the City and County of San Francisco.

Angela Calvillo
Angela Calvillo
Clerk of the Board


Mayor

7/30/15
Date Approved

Date Approved

June 17, 2013 Regular Meeting

MINUTES Regular Meeting June 17, 2013

2:00 p.m.
ROOM 400, CITY HALL
1 Dr. Carlton B. Goodlett Place

CALL TO ORDER

2:04 p.m.

ROLL CALL

| | |
|----------------------------------|---------|
| President Kate Favetti | Present |
| Vice President Scott R. Heldfond | Present |
| Commissioner Mary Y. Jung | Present |
| Commissioner E. Dennis Normandy | Present |

President Kate Favetti presided.

REQUEST TO SPEAK ON ANY MATTER WITHIN THE JURISDICTION OF THE CIVIL SERVICE COMMISSION BUT NOT APPEARING ON TODAY'S AGENDA (Item No. 2)

Ging Louie on behalf of Alex Tonisson, IFPTE, Local 21, spoke regarding item #7 of this Agenda.

APPROVAL OF MINUTES (Item No. 3)

Regular Meeting of June 3, 2013

Action: Adopted. (Vote of 4 to 0)

ANNOUNCEMENTS (Item No. 4)

PSC #4004-12/13 from the Arts Commission postponed to the meeting of July 1, 2013.

Other announcements. None.

0181-13-1 **Commendation for Sergeant Matthew Perez, San Francisco Police Department, upon his retirement after 33 years of service to the City & County of San Francisco. (Item No. 5)**

Action: Adopted. (Vote of 4 to 0)

HUMAN RESOURCES DIRECTOR'S REPORT (Item No. 6)

Micki Callahan gave an update about the Department of Human Resources working closely with the Controller's Office and Project eMerge about bringing forward their improved hiring processes in terms of reduction of duplicative requirements for entering data, better access to information and dashboards for departments to see all the positions they wish to fill; they are hoping to see these changes in July.

EXECUTIVE OFFICER'S REPORT (Item No. 7)

0167-13-11 **Report on the Inspection Service Request on Angela Heyward's Temporary Civil Service Appointments and her request to Return to the Priority Eligible List.**

Speakers: Sandra Eng, Civil Service Commission
Ging Louie, IFPTE Local 21
Donna Kotake, Department of Human Resources
Micki Callahan, Department of Human Resources

| | | | | | |
|------------|---------------------------------|--|--|--------------|----------|
| 4136-12/13 | Municipal Transportation Agency | \$1,200,000 | To provide an off-site facility to collect pre-employment, post-accident, return-to-duty, reasonable suspicion breath and urine samples during normal working hours and/or after hours for San Francisco Municipal Transportation Agency (SFMTA) employees and contractors and to provide a mobile on-site facility to collect random, follow-up, reasonable suspicion and post-accident breath and urine collection in compliance with Department of Transportation/Federal Transit Administration (DOT/FTA) Drug and Alcohol Testing Regulations. | Regular | 11/30/18 |
| 4137-12/13 | Public Health | \$175,000 | Contractor will be responsible for all functions necessary to submit electronic medical claims to third party payers for services provided by the Adult Immunization and Travel Clinic (AITC). Contractor will conduct eligibility determinations; submit electronic claims to third party payers; review Explanation of Benefits (EOB) electronic payment data; analyze denied and partial paid claims; void, replace or re-bill denied claims; negotiate with third party payers on partial payments; collect share-of-cost and other patient financial responsibility information; provide utilization and claims reports; and reconcile claims and payments. *Note: The amount of the requested PSC is the Department's best estimate of the cost of the services, and reflects only the maximum fee anticipated to be paid to the contractor as percentage of total collected revenue, not the actual billings submitted or processed by the contractor. As this is a new contract, the actual revenue to be realized is as yet unknown. | Regular | 12/31/18 |
| 4138-12/13 | General Services Agency | \$87,000 | The Office of Contract Administration (OCA) currently uses a legacy mainframe system for the majority of procurement activities which involves many manual and paper-driven processes. This project will implement a cloud-based e-Procurement system to automate these manual and paper-driven processes to enhance performance, to realize cost and time savings, to increase vendor participation and outreach and to increase transparency. | Regular | 6/30/16 |
| 4050-10/11 | Adult Probation | Current Approved Amount \$709,000 Increase Amount Requested \$290,300 New Total Amount Requested \$999,300 | Adult Probation Department (ADP) must include software license and maintenance fees to the Agreement with Northpointe, Inc. to develop the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS). In the original approved Personal Services Contract (PSC) for COMPAS, these fees were not included. In order to continue effectively supervising and assessing its clients, ADP must purchase these licenses from Contractor. | Modification | 6/30/16 |

Angela Heyward

Action:

Considered report. Calendar Angela Heyward's request to return to the Redevelopment Agency Priority Eligible List for reconsideration, for the meeting of July 1, 2013. (Vote of 4 to 0)

0179-13-8

**Review of request for approval of proposed personal services contracts.
(Item No. 8)**

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------------|---------------------------------|-------------|--|------------------|----------|
| 4133-12/13 | Public Utilities Commission | \$4,500,000 | The proposed work includes preparation of geotechnical performance criteria, field investigation including exploratory soil borings, laboratory test of soil samples, recommendations for soil hazard mitigation and recommendation for foundation designs criteria for various utility projects. | Regular | 7/30/18 |
| 4134-12/13 | Municipal Transportation Agency | \$110,000 | Contractor will produce an undated Nexus Study (highly technical analysis) to model and justify a proposed rate structure for the Transportation Sustainability Fee (TSF) proposed for future commercial and residential development. The Study will produce and develop a model that links trip generation by development type to maximum fee levels; write a report explaining the findings for a broad audience base; ensure the report is consistent with all legal requirements; participate in public outreach including presentation materials; work with the San Francisco Transportation Agency (SFMTA) and the City Attorney's Office on the implementation of the TSF. The Contractor will also provide undated reports to the initial preparation of materials related to an environmental impact report on the TSF Program. | Regular | 12/31/13 |
| 4135-12/13 | Municipal Transportation Agency | \$350,000 | The San Francisco Municipal Transportation Agency (SFMTA) recently adopted a six-year Strategic Plan (2012-2018). The SFMTA seeks a consultant to analyze and help identify and implement systems and processes, and an organizational culture and framework that directly results in improved performance in achieving the Agency's Strategic Plan goals. | Regular | 6/30/16 |

| | | | | | |
|------------|---------------|---|---|--------------|----------|
| 3082-11/12 | Public Health | Current Approved Amount \$25,000 Increase Amount Requested \$125,000 New Total Amount Requested \$150,000 | The Contractor will provide on-site at LHH approximately two hundred eighty eight (288) hours per year of professional audiology services. The Contractor will also provide a minimum of one (1) seven-hour (7 hour) audiology clinic weekly in the Rehabilitation Department at Laguna Honda Hospital, within the hours 8:00 am - 5:00 pm, excluding Saturdays and Sundays. Services shall include: audiology evaluation including speech reception testing, threshold and discrimination testing, pure tone audiometry with complete audiogram, audiometry screening, hearing aid evaluation, dispensing and repair of hearing aids, and hearing therapy. | Modification | 6/30/18 |
| 4030-09/10 | Public Works | Current Approved Amount \$5,495,000 Increase Amount Requested \$4,000,000 New Total Amount Requested \$9,495,000 | Provide design services involving renovation, relocation, adaptive re-use of existing facilities, installations of specialized medical equipment, modifications to life safety systems and other infrastructure, and new facilities; selected firms need to have extensive knowledge of, and experience with general acute care facilities under jurisdiction of the Office of Statewide Health and Planning (OSHHPD). The department intends to award up to 4 contracts with an aggregate fee cap of \$4,000,000 and (individual fee cap of \$1,000,000). | Modification | 12/31/18 |

Speakers:

Alaric Degrafinried spoke on PSC #4133-12/13.

Jacquie Hale and Anne Okubo spoke on PSC #4137-12/13

Martin Krizay and Bella Fudym spoke on PSC #4050-10/11

Action:

1) PSC #4123-12/12 approved with the condition that Section "aC" is amended and submitted to the Department of Human Resources and the Civil Service Commission. (Vote of 4 to 0)

2) Adopted the report; Approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration. (Vote of 4 to 0)

0183-13-8

Review of request for approval of proposed personal services contract number 4004-12/13 from the Arts Commission. (Item No. 9)

Speakers:

None.

| PSC# | Department | Amount | Type of Service | Type of Approval | Duration |
|------|------------|--------|-----------------|------------------|----------|
|------|------------|--------|-----------------|------------------|----------|

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 05/31/2013DEPARTMENT NAME: Adult Probation DepartmentDEPARTMENT NUMBER 13TYPE OF APPROVAL: ☐ EXPEDITED ☐ REGULAR (OMIT POSTING _____)☒ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:

☐ INITIAL REQUEST ☒ MODIFICATION (PSC# 4050 10/11)TYPE OF SERVICE: Purchase, installation and training of COMPAS copyrighted software programFUNDING SOURCE: Federal JAG Stimulus Grant and General Funds (JUSTIS) and State Realignment FundsOriginal Amount: \$474,000PSC Duration: September 30, 2010 to September 29, 2013Mod 1 Amount: \$235,000Mod 1 Duration: September 30, 2013 to March 31, 2015Mod 2 Amount: \$290,300Mod 2 Duration: April, 1 2015 to June 30, 2016Total Amount: \$999,300Total PSC Duration: September 30, 2010 to June 30, 20161. DESCRIPTION OF WORK

A. Concise description of proposed work:

Adult Probation Department (APD) must include software license and maintenance fees to the Agreement with Northpointe, Inc. to develop the Correctional Offender Management Profiling for Alternative Sanctions (COMPAS). In the original approved Personal Service Contract (PSC) for COMPAS, these fees were not included. In order to continue effectively supervising and assessing its clients, APD must purchase these licenses from Contractor.

B. Explain why this service is necessary and the consequences of denial:

Software license fees are required in order to continue to access COMPAS System. If approval is denied, APD will not be able to use a number of software associated with COMPAS. This will compromise supervision practices and public safety.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

Through this PSC approved authority.

D. Will the contract(s) be renewed:

Yes, only acquired software licenses will be renewed in the future.

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):Local 21

Union Name

Monica D. Kelly
Signature of person mailing/faxing form05/31/2013

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to _____, on _____

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

None. The modification request is to cover software license fees.

B. Which, if any, civil service class normally performs this work?

None.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

*No.*4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

The modification request is to cover software license fees.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

*No. The modification request is to cover software license fees.*5. ADDITIONAL INFORMATION (if "yes," attach explanation)

| Yes | No |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

A. Will the contractor directly supervise City and County employees?

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

B. Will the contractor train City and County employees?

• Describe the training and indicate approximate number of hours.

• Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

| | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|

California Senate Bill 678 (2009) mandates the use of evidence based practices in community corrections. Including automated supervision tools.

D. Are there federal or state grant requirements regarding the use of contractual services?

| | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|

Federal Justice Assistance Grant (JAG) Stimulus Grant, General Funds (JUSTIS), and State Realignment Funds.

E. Has a board or commission determined that contracting is the most effective way to provide this service?

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

However, the Superior Court will also benefit from contracted services.

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

| | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator_____
Diane Lim
Print or Type Name_____
415-553-1058
Telephone Number_____
880 Bryant Street Room 200
San Francisco, CA 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4099 10/11)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Design, develop, install and implement an integrated solution for ground transportationFunding Source: Airport Capital FundsPSC Original Approved Amount: \$8,500,000PSC Original Approved Duration: 04/20/11 - 04/19/14 (3 years)PSC Mod#1 Amount: \$1,500,000PSC Mod#1 Duration: 04/20/14-10/15/15 (1 year 25 weeks)PSC Mod#2 Amount: \$2,000,000PSC Mod#2 Duration: no duration addedPSC Mod#3 Amount: no amount addedPSC Mod#3 Duration: 10/16/15-06/30/17 (1 year 37 weeks)PSC Cumulative Amount Proposed: \$12,000,000PSC Cumulative Duration Proposed: 6 years 10 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders and smart-card taxi revenue collection system at the Airport. Work includes software development, integration of current RFID readers and taxi smart-card system into new system, testing and integration of hand-held RFID readers, training for staff and ongoing maintenance.

B. Explain why this service is necessary and the consequence of denial:

The current system was designed more than 10 years ago. This outdated system needs to be replaced to enhance business processes, integrate several old systems into one system, and improve the accuracy of the data for billing / reporting purposes. This new Comprehensive Ground Transportation and Taxi Management System will replace the aging Automated Vehicle Identification (AVI) and Taxi Revenue System (TRS) that are in urgent need of upgrade. Denial of these services will jeopardize the Airport's ability to track and monitor commercial vehicle activity, provide reliable data for billing / reporting purposes, and utilize new hand-held RFID readers.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
PSC 4099-10/11**D. Will the contract(s) be renewed?**

Yes, if there continues to be a need at the Airport.

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
The duration is being modified to extend beyond 5 years to allow the contractor to complete the project.

2. Reason(s) for the Request

A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This is a one-time project that does not support new classifications or staff.

B. Reason for the request for modification:

To extend duration

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Knowledge of RFID and smart-card technology; software code to integrate information from RFID and smart-card technology into business processes, which include billing, reporting, and asset / inventory management; and ways to integrate commercial vehicle information into business databases. Ability to develop or create software code and ability to work with RFID and smart-card technology.

B. Which, if any, civil service class(es) normally perform(s) this work? 1033, IS Trainer-Senior; 1044, IS Engineer-Principal; 1054, IS Business Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

None because RFID and smart-card technology for commercial vehicles is not normally utilized by any department. The IS Trainer (1031, 1032 and 1033), IS Engineer (1041 through 1044), IS Business Analyst (1051 through 1054) and IS Program Analyst (1061 through 1064) series develop solutions for business projects but they do not have familiarity with the integration of RFID and smart-card technology with these systems.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil service classifications are not applicable because RFID or smart-card technology is not commonly used, and knowledge of RFID or smart-card technology is not part of the requirements in current civil service classifications.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, the proposed work is of a limited duration involving specialized knowledge.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
User Training – 80 hours of training, for IS Business Analyst, Clerk
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes, TransCore LP

7. Union Notification: On 01/29/16, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Professional & Tech Engrs, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P. O. Box 8097, San Francisco, CA 94128

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4099 10/11

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Cynthia Avakian (AIR)

From: dhr-psccordinator@sfgov.org on behalf of cynthia.avakian@flysfo.com
Sent: Friday, January 29, 2016 1:19 PM
To: Cynthia Avakian (AIR); L21PSCReview@ifpte21.org; Cynthia Avakian (AIR); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4099 10/11 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The AIRPORT COMMISSION -- AIR has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period October 15, 2015 – June 30, 2017. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/1256>

Email sent to the following addresses: L21PSCReview@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSION Dept. Code: AIRType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4099 10/11)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Design, develop, install and implement an integrated solution for ground transportationFunding Source: Airport Capital FundsPSC Original Approved Amount: \$8,500,000PSC Mod#1 Amount: \$1,500,000PSC Mod#2 Amount: \$2,000,000PSC Cumulative Amount Proposed: \$12,000,000PSC Original Approved Duration: 04/20/11 - 04/19/14 (3 years)PSC Mod#1 Duration: 04/20/14-10/15/15 (1 year 25 weeks)PSC Mod#2 Duration: no duration addedPSC Cumulative Duration Proposed: 4 years 25 weeks**1. Description of Work****A. Scope of Work:**

Design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders and smart-card taxi revenue collection system at the Airport. Work includes software development, integration of current RFID readers and taxi smart-card system into new system, testing and integration of hand-held RFID readers, training for staff and ongoing maintenance.

B. Explain why this service is necessary and the consequence of denial:

The current system was designed more than 10 years ago. This outdated system needs to be replaced to enhance business processes, integrate several old systems into one system, and improve the accuracy of the data for billing / reporting purposes. This new Comprehensive Ground Transportation and Taxi Management System will replace the aging Automated Vehicle Identification (AVI) and Taxi Revenue System (TRS) that are in urgent need of upgrade. Denial of these services will jeopardize the Airport's ability to track and monitor commercial vehicle activity, provide reliable data for billing / reporting purposes, and utilize new hand-held RFID readers.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Yes, PSC 4099-10/11

D. Will the contract(s) be renewed? Yes, if there continues to be a need at the Airport.

2. Union Notification: On 07/08/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4099 10/11

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 07/24/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:**

Knowledge of RFID and smart-card technology; software code to integrate information from RFID and smart-card technology into business processes, which include billing, reporting, and asset / inventory management; and ways to integrate commercial vehicle information into business databases. Ability to develop or create software code and ability to work with RFID and smart-card technology.

B. Which, if any, civil service class(es) normally perform(s) this work?

1033,1044,1054,106X,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. Why Classified Civil Service Cannot Perform**A. Explain why civil service classes are not applicable:**

Civil service classifications are not applicable because RFID or smart-card technology is not commonly used, and knowledge of RFID or smart-card technology is not part of the requirements in current civil service classifications.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, the proposed work is of a limited duration involving specialized knowledge.

5. Additional Information (if "yes", attach explanation)

| | YES | NO |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? User Training - 80 hours of training, for IS Business Analyst, Clerk | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Yes, TransCore LP | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 07/08/14 BY:

Name: Cynthia Avakian

Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P. O. Box 8097

San Francisco, CA 94128

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: AIRPORT COMMISSIONDept. Code: AIRType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4099 10/11)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Design, develop, install and implement an integrated solution for ground transportationFunding Source: Airport Capital FundsPSC Original Approved Amount: \$8,500,000PSC Mod#1 Amount: \$1,500,000

PSC Mod#2 Amount: _____

PSC Cumulative Amount Proposed: \$10,000,000PSC Original Approved Duration: 04/20/11 - 04/19/14 (3 years)PSC Mod#1 Duration: 04/20/14-10/15/15 (1 year 25 weeks)

PSC Mod#2 Duration: _____

PSC Cumulative Duration Proposed: 4 years 25 weeks**1. Description of Work****A. Scope of Work:**

Design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders and smart-card taxi revenue collection system at the Airport. Work includes software development, integration of current RFID readers and taxi smart-card system into new system, testing and integration of hand-held RFID readers, training for staff and ongoing maintenance.

B. Explain why this service is necessary and the consequence of denial:

The current system was designed more than 10 years ago. This outdated system needs to be replaced to enhance business processes, integrate several old systems into one system, and improve the accuracy of the data for billing / reporting purposes. This new Comprehensive Ground Transportation and Taxi Management System will replace the aging Automated Vehicle Identification (AVI) and Taxi Revenue System (TRS) that are in urgent need of upgrade. Denial of these services will jeopardize the Airport's ability to track and monitor commercial vehicle activity, provide reliable data for billing / reporting purposes, and utilize new hand-held RFID readers.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Yes, PSC 4099-10/11

D. Will the contract(s) be renewed? Yes, if there continues to be a need at the Airport.

2. Union Notification: On 01/17/14, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4099 10/11

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 02/10/2014

Civil Service Commission Action:

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:**

Knowledge of RFID and smart-card technology; software code to integrate information from RFID and smart-card technology into business processes, which include billing, reporting, and asset / inventory management; and ways to integrate commercial vehicle information into business databases. Ability to develop or create software code and ability to work with RFID and smart-card technology.

B. Which, if any, civil service class(es) normally perform(s) this work?

1033,1044,1054,106X,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. Why Classified Civil Service Cannot Perform**A. Explain why civil service classes are not applicable:**

Civil service classifications are not applicable because RFID or smart-card technology is not commonly used, and knowledge of RFID or smart-card technology is not part of the requirements in current civil service classifications.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, the proposed work is of a limited duration involving specialized knowledge.

5. Additional Information (if "yes", attach explanation)

| | <u>YES</u> | <u>NO</u> |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? User Training - 80 hours of training, for IS Business Analyst, Clerk | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 01/17/14 BY:

Name: Cynthia Avakian Phone: 650-821-2014 Email: cynthia.avakian@flysfo.com

Address: P. O. Box 8097 San Francisco, CA 94128



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

April 21, 2011

E. DENNIS NORMANDY
PRESIDENT

DONALD A. CASPER
VICE PRESIDENT

MORGAN R. GORRONO
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

LISA SEITZ GRUWELL
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4097-10/11
THROUGH 4100-10/11; 4068-08/09; 4119-07/08; 4028-06/07;
AND 4087-07/08.**

At its meeting of April 18, 2011 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

It was the decision of the Commission to:

- (1) Adopt the report as verbally amended from Yes to No in "D" of PSC #4028-06/07. Previous increase amount request of \$940,000 is reduced to \$300,000 with new amount of \$1,050,000. Duration of February 28, 2012 (3/7/11 CSC action) extended to 6/30/15. Approve request. Notify the Office of the Controller and the Office of Contract Administration.
- (2) Adopt the report; Approve request on all remaining contracts. Notify the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

ANITA SANCHEZ
Executive Officer

Attachment

- c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Carina Carlos, Department of Public Works
Gordon Choy, Department of Public Works
Marie de Vera, Department of Human Resources
Lavena Holmes-Williams, Port
Shamica Jackson, Public Utilities Commission
Florence Kyaun, Public Utilities Commission
Donna Marion, San Francisco Public Library
Maria Ryan, Department of Human Resources
Commission File
Chron

POSTING FOI

4/18/2011

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|----------|-----------------------------|---------------|-----------------|---|------------------------|
| 4097-10/11 | 27 | Airport Commission | Regular | \$1,300,000 | This project will develop a geodetic control, imagery control, project survey and quality control plan; conduct an aeronautical survey, which will also supplement the aerial survey requirement for the Runway Safety Area project; complete an airspace analysis, obstruction survey, and boundary survey; capture, convert and upload planimetric into the FAA AGIS to obtain approval by the National Geodetic Survey (NGS), and the FAA, and to coordinate and present an electronic Airport Layout Plan. Proposed work must be completed according to the FAA Advisory Circulars 150/5300-16, -17, and -18. | 4/18/2011 - 6/30/2015 |
| 4098-10/11 | 27 | Airport Commission | Regular | \$2,800,000 | The proposed work includes specialty design and inspection pertaining to the Federal Aviation Administration's (FAA) navigational-aids systems, runway design and construction specific to the Runway Safety Area (RSA), project financial analyses, and development of a master project schedule as support for the RSA program. | 4/18/2011 - 12/31/2015 |
| 4099-10/11 | 27 | Airport Commission | Regular | \$8,500,000 | Design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders and smart-card taxi revenue collection system at the Airport. Work includes software development, integration of current RFID readers and taxi smart-card system into new system, testing and integration of hand-held RFID readers, training for staff and ongoing maintenance. | 4/20/2011 - 4/19/2014 |
| 4100-10/11 | 40 | Public Utilities Commission | Regular | \$150,000,000 | Provide specialized expertise for the Sewer System Improvement Program as a Program Advisor in the areas of: technology, program validation, climate change, facilities integration, cost and schedule, risk management, emerging technologies, preliminary design, pre-construction, and triple bottom line analysis. | 9/1/2011 - 12/1/2026 |

Total Amount - Regular: \$163,100,000

PERSONAL SERVICES CONTRACT SUMMARYDATE: March 17, 2011DEPARTMENT NAME: AIRPORT COMMISSIONDEPARTMENT NUMBER: 27
 TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING ☐)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST ☐ MODIFICATION
 TYPE OF SERVICE: Design, develop, install and implement an integrated solution for ground transportation information with radio frequency identification (RFID) and Smart-card technology
FUNDING SOURCE: Airport Capital Project FundsPSC AMOUNT: \$8,500,000PSC DURATION: 4/20/2011 – 4/19/2014**1. DESCRIPTION OF WORK****A. Concise description of proposed work:**

Design, develop, install and implement an integrated solution for managing ground transportation information from radio frequency identification (RFID) transponders and smart-card taxi revenue collection system at the Airport. Work includes software development, integration of current RFID readers and taxi smart-card system into new system, testing and integration of hand-held RFID readers, training for staff and ongoing maintenance.

B. Explain why this service is necessary and the consequences of denial:

The current system was designed more than 10 years ago. This outdated system needs to be replaced to enhance business processes, integrate several old systems into one system, and improve the accuracy of the data for billing / reporting purposes. This new Comprehensive Ground Transportation and Taxi Management System will replace the aging Automated Vehicle Identification (AVI) and Taxi Revenue System (TRS) that are in urgent need of upgrade. Denial of these services will jeopardize the Airport's ability to track and monitor commercial vehicle activity, provide reliable data for billing / reporting purposes, and utilize new hand-held RFID readers.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

A request was submitted in the past (PSC #4095-07/08) however, because of scope changes we never utilized that approval. This is a new service that has not been previously provided through a contract.

D. Will the contract(s) be renewed? Yes, if there continues to be a need at the Airport.**2. UNION NOTIFICATION:** Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedure):

IFPTE Local 21

Apurtha P. Chandra

12/20/2010

Union Name

Signature of person mailing/faxing form

Date

RFP sent to: IFPTE Local 21 on 11/20/2010

Apurtha P. Chandra

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC # 4099 - 10/11

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

Approved 4/18/11

PSC FORM 1 (9/96)

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE**A. Specify required skills and/or expertise:**

Knowledge of RFID and smart-card technology; software code to integrate information from RFID and smart-card technology into business processes, which include billing, reporting, and asset / inventory management; and ways to integrate commercial vehicle information into business databases. Ability to develop or create software code and ability to work with RFID and smart-card technology.

B. Which, if any, civil service class normally performs this work?

None because RFID and smart-card technology for commercial vehicles is not normally utilized by any department. The IS Trainer (1031, 1032 and 1033), IS Engineer (1041 through 1044), IS Business Analyst (1051 through 1054) and IS Program Analyst (1061 through 1064) series develop solutions for business projects but they do not have familiarity with the integration of RFID and smart-card technology with these systems.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
No.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM**A. Explain why civil service classes are not applicable:**

Civil service classifications are not applicable because RFID or smart-card technology is not commonly used, and knowledge of RFID or smart-card technology is not part of the requirements in current civil service classifications.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, the proposed work is of a limited duration involving specialized knowledge.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

| Yes | No |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |

B. Will the contractor train City and County employees?

| | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|

- Describe the training and indicate approximate number of hours.
- Indicate occupational type of City and County employees to receive training (e.g., clerks, civil engineers, etc.) and approximate numbers to be trained.

User Training – 80 hours of training, for IS Business Analyst, Clerks, Transportation Planners & Managers. (15)
System Administration – 40 hours of training for IS Engineers and IS Administrators (8)

C. Are there legal mandates requiring the use of contractual services?

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

D. Are there federal or state grant requirements regarding the use of contractual services?

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

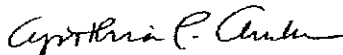
E. Has a board or commission determined that contracting is the most effective way to provide this service? Attached is Airport Commission Resolution #10-0314.

| | |
|-------------------------------------|--------------------------|
| <input checked="" type="checkbox"/> | <input type="checkbox"/> |
|-------------------------------------|--------------------------|

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department? An RFP will be conducted and the results of that process are not known at this time.

| | |
|--------------------------|-------------------------------------|
| <input type="checkbox"/> | <input checked="" type="checkbox"/> |
|--------------------------|-------------------------------------|

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:



Signature of Departmental Personal Services Contract Coordinator

Cynthia P. Avakian

Print or Type Name

(650) 821-2014

Telephone Number

Airport Commission, Contracts Administration Unit
P.O. Box 8097, San Francisco, CA 94128

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKSDept. Code: DPWType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4039-13/14)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: As-Needed Elevator Design ServicesFunding Source: Inter-Departmental Work OrdersPSC Original Approved Amount: \$600,000PSC Original Approved Duration: 12/01/13 - 12/31/18 (5 years 4 weeks)PSC Mod#1 Amount: \$3,000,000PSC Mod#1 Duration: 01/01/19-03/31/21 (2 years 12 weeks)PSC Cumulative Amount Proposed: \$3,600,000PSC Cumulative Duration Proposed: 7 years 17 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Provide specialized services in Elevator Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. The City intends to award two (2) contracts for \$300,000 each.

B. Explain why this service is necessary and the consequence of denial:

Elevator Consultants are highly specialized consultants who are experts in the area of vertical transportation. A professional elevator consultant will provide analysis of the building population, traffic, use and travel times required for elevators. They will also provide specifications and coordination with the Architects and Engineers to ensure the number and type of proper elevators are specified and employed for the project. In summary, the Elevator consultant will provide an analysis and specification in order to create the most efficient transportation solution for a specific building. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

- C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.
Yes, through existing PSC 4039-13/14.

- D. Will the contract(s) be renewed?
No

- E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:
Public Works' as-needed contracts will have contract durations of no more than 5 years.

2. Reason(s) for the Request

A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

This service is only required on an as-needed basis and is a highly specialized field of service.

Consultant services are needed when City staff are not available to attend to the specific projects or if highly specialized design services are necessary.

B. Reason for the request for modification:

This Mod #1 Request is to solicit and award new as-needed elevator design contracts. We are anticipating more demands for this service in the next few years due to aging elevators at City facilities.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

B. Which, if any, civil service class(es) normally perform(s) this work? 5120, Architectural Administrator; 5211, Eng/Arch/Landscape Arch Sr; 5212, Engineer/Architect Principal; 5260, Architectural Assistant 1; 5261, Architectural Assistant 2; 5265, Architectural Associate 1; 5266, Architectural Associate 2; 5268, Architect;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

These services are only required on an as-needed basis.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

These are as-needed contract services only. They will only be utilized when the following conditions exist: • Civil service classifications are applicable and City staff will be utilized where feasible. • Specialized services are required that are not available internally. • Project requires expert elevator design services and in-house staffs are at full capacity.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

Training will not be provided as this is a highly specialized field.

- C. Are there legal mandates requiring the use of contractual services?
No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. Union Notification: On 01/11/16, the Department notified the following employee organizations of this PSC/RFP request:

Architect & Engineers, Local 21; Architect & Engineers, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Stacey Camillo Phone: 415-554-4886 Email: stacey.camillo@sfdpw.org

Address: 1155 Market Street, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4039-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Tsang, Tiffany (DPW)

From: dhr-psccordinator@sfgov.org on behalf of stacey.camillo@sfdpw.org
Sent: Monday, January 11, 2016 4:03 PM
To: Camillo, Stacey (DPW); richardisen@gmail.com; L21PSCReview@ifpte21.org; Tsang, Tiffany (DPW); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4039-13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW has submitted a modification request for a Personal Services Contract (PSC) for \$3,000,000 for services for the period December 1, 2013 – March 31, 2021. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6262>

Email sent to the following addresses: L21PSCReview@ifpte21.org richardisen@gmail.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: GENERAL SERVICES AGENCY - PUBLIC WORKS -- DPW Dept. Code: DPWType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: As-Needed Elevator Design ServicesFunding Source: Inter-Departmental Work Orders

PSC Duration: 5 years 4 weeks

PSC Amount: \$600,000PSC Est. Start Date: 12/01/2013 PSC Est. End Date: 12/31/2018**1. Description of Work****A. Scope of Work:**

Provide specialized services in Elevator Design to support Department of Public Works (DPW) design staff on an as-needed basis. The Consultants will provide expert elevator design consultation services to ensure that our projects achieve the highest quality in elevator design. The City intends to award two (2) contracts for \$300,000 each.

B. Explain why this service is necessary and the consequence of denial:

Elevator Consultants are highly specialized consultants who are experts in the area of vertical transportation. A professional elevator consultant will provide analysis of the building population, traffic, use and travel times required for elevators. They will also provide specifications and coordination with the Architects and Engineers to ensure the number and type of proper elevators are specified and employed for the project. In summary, the Elevator consultant will provide an analysis and specification in order to create the most efficient transportation solution for a specific building. If services are denied, DPW will have to rely more on current "as-needed" consultants as "pass through" consultants and pay additional administrative fees (i.e. subcontracting markup) and may even have to turn work away.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

Elevator Design services for building projects have been provided through subconsultants under the as-needed Architectural contracts. This proposed contract will allow DPW to have a dedicated prime consultant to provide elevator design services.

D. Will the contract(s) be renewed? No

2. Union Notification: On none, the Department notified the following employee organizations of this PSC/RFP request: no unions notified

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4039-13/14

DHR Analysis/Recommendation:

11/04/2013

Commission Approval Required

DHR Approved for 11/04/2013

Approved by Civil Service Commission with conditions

July 2013

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Consultants must be experts in their fields and certified by corresponding organizations, as applicable.

B. Which, if any, civil service class(es) normally perform(s) this work?

5120,5211,5212,5260,5261,5265,5266,5268,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

These are as-needed contract services only. They will only be utilized when the following conditions exist:

* Civil service classifications are applicable and City staff will be utilized where feasible.

* Specialized services are required that are not available internally.

* Project requires expert elevator design services and in-house staffs are at full capacity.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. The services are only going to be utilized on an as-needed basis and there is no ongoing demand that justifies the hiring of permanent City staff with the necessary expertise.

5. Additional Information (if "yes", attach explanation)**YES NO**

A. Will the contractor directly supervise City and County employee?

☐☒

B. Will the contractor train City and County employee?

☐☒

Training will not be provided as this is a highly specialized field.

C. Are there legal mandates requiring the use of contractual services?

☐☒

D. Are there federal or state grant requirements regarding the use of contractual services?

☐☒

E. Has a board or commission determined that contracting is the most effective way to provide this service?

☐☒

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department?

☐☒☐ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON _____ BY:Name: Stacey CamilloPhone: 415-554-4886Email: stacey.camillo@sfdpw.orgAddress: 1155 Market Street, 4th FloorSan Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENTDept. Code: ECN

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 36583 - 15/16)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Web based software development, maintenance, and reporting consultantFunding Source: Federal Funds and General FundPSC Original Approved Amount: \$100,000PSC Original Approved Duration: 07/20/15 - 07/19/16 (1 year)PSC Mod#1 Amount: \$475,000PSC Mod#1 Duration: 02/15/16-06/30/20 (3 years 49 weeks)PSC Cumulative Amount Proposed: \$575,000PSC Cumulative Duration Proposed: 4 years 49 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will assist the Office of Economic and Workforce Development (OEWD) with designing, implementing, and transitioning the existing online Workforce Central (WFC) client tracking and performance management platform to integrate new federal Workforce Innovation and Opportunities Act (WIOA) provisions.

Scope Change

The OEWD was awarded a \$2.9 million dollar grant to expand its TechSF initiative under the Department of Labor's American Apprenticeship program. In addition to ongoing maintenance, the contractor will assist the department with incorporating new data elements into the existing WorkforceCentral (WFC) platform.

B. Explain why this service is necessary and the consequence of denial:

The new federal Workforce Innovation and Opportunities Act (WIOA) provisions took effect on July 1, 2015, and the OEWD has been working diligently with our grantees over the past year to prepare for implementation. These changes are largely programmatic in nature, including major shifts to the way that clients are categorized and tracked. While grantees have anticipated the changes to their program design and service delivery models, these changes have yet to be fully incorporated into the online tracking system. Over the next year, adjustments will need to be made to the Workforce Central (WFC) system to ensure that grantees can continue to meet their performance goals, improve monitoring outcomes, and securely track and share client information. Additionally, the OEWD continues to apply to new sources of federal revenue and needs to ensure that the WFC system can be flexible to changing federal funding requirements.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes

D. Will the contract(s) be renewed?

Unknown at this time.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

This is a short-term, transitional project that will require specific technical skills not currently available in the department or DTIS.

B. Reason for the request for modification:

The vendor is on track to complete the initial design, implementation, and transition of the existing online Workforce Central (WFC) client tracking and performance management platform by June 30, 2016. Once system integration is complete, the consultant will assist the Office of Economic and Workforce Development (OEWD) with ongoing customization and maintenance of the web-based platform, including the incorporation of additional requirements related to the Department of Labor's American Apprenticeship Grant and any new federal awards.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Software development, query building, project management, maintenance of software specific to grant and performance management for workforce programs. Requires familiarity with social service programs and web-based applications in an extra-net environment.

B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: They will "host" the application on their servers, which will be customized to the needs of the OEWD. We are contracting for professional services and will pay a minimal maintenance fee for nightly back ups of data.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

We do not currently have this series of classifications in our department. DTIS stated that this project is not within their typical scope of work, and other City agencies that we have approached have contracted this work out to professional services vendors.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No - we will select a vendor that has specific expertise in developing performance management and grant management software. Developing such expertise is not core to our department's work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
The vendor will train department staff on new features and provide manuals. Department staff will then train grantees as needed. Expected that, at a minimum, 3-9775s 1-0923, and 2-1822s will receive training
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Yes - this extension is a continuation of existing work.

- 7. Union Notification:** On 01/14/16, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

Address: 1 South Van Ness Ave, 5th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36583 - 15/16

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 03/07/2016

Civil Service Commission Action:

Receipt of Union Notification(s)

Choi, Suzanne (HRD)

From: dhr-psccordinator@sfgov.org on behalf of kristine.damalas@sfgov.org
Sent: Thursday, January 14, 2016 2:00 PM
To: Damalas, Kristine (ECN); amakayan@ifpte21.org; L21PSCReview@ifpte21.org; Bloom, Marissa (ECN); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 36583 - 15/16 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The ECONOMIC AND WORKFORCE DEVELOPMENT -- ECN has submitted a modification request for a Personal Services Contract (PSC) for \$475,000 for services for the period February 15, 2016 – June 30, 2020. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6292>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org

Additional Attachment(s)



FOR IMMEDIATE RELEASE:

Friday, September 11, 2015

Contact: Mayor's Office of Communications, 415-554-6131

***** PRESS RELEASE *****

**MAYOR LEE ANNOUNCES \$2.9 MILLION FEDERAL GRANT TO
PROVIDE APPRENTICESHIPS IN TECHNOLOGY**

*Federal American Apprenticeship Grant Awarded to San Francisco will Connect More than 300 Residents to
Tech Jobs*

San Francisco, CA— Mayor Edwin M. Lee today announced the U.S. Department of Labor has awarded San Francisco a \$2.9 million American Apprenticeship grant to launch the TechSF Accelerator Program. The City's Office of Economic and Workforce Development will partner with 20 leading technology companies through the Mayor's TechSF initiative to provide more than 300 residents over the next five years with pre-apprenticeships and apprenticeships within the technology industry.

"Helping our residents gain the skills and training needed to succeed in the 21st Century economy is what TechSF is all about, and it's already shown tremendous results," said Mayor Lee. "Through the TechSF Accelerator Program, we will connect unemployed and underemployed residents, especially our veterans, women, and minorities, to apprenticeship training programs that will help them land a job while diversifying the technology industry. I thank the U.S. Department of Labor for selecting San Francisco to receive funding for training and job opportunities to build a stronger workforce."

Through on-the-job learning, accelerated classroom training, mentoring and accelerated "bootcamp" and online education, more than 300 individuals will be connected to high growth occupations that include web developers, computer programmers, and data scientists. Half of the individuals will be employees who want to move upward within the industry. Individuals will be able to earn and learn on the job led by recognized tech companies within the industry. San Francisco companies committed to partnering with the City include: ModCloth, 12FPS, Pinterest, BonFire Labs, Zendesk, LinkedIn, Salesforce, Jawbone, Autodesk, TEAK and other leading technology companies.

"The Mayor and the City has built a nationally recognized model for bringing together private industry and nonprofits through its TechSF initiative," said Zendesk CEO Mikkel Svane. "The American Apprenticeship grant will help companies like ours continue to build innovative and relevant career paths for San Francisco jobseekers, while diversifying and enriching the tech sector."

Individuals will be placed in both pre-apprenticeships and apprenticeship programs with TechSF's regional public and private sector partners and realize transferable college credits and wage gains as they develop portable, industry-recognized credentials and advance in their occupation. The apprenticeship program will further articulate pathways for individuals seeking four-year degrees in Science, Technology, Engineering and Mathematics (STEM) and will create new linkages between online training platforms and higher education. In addition to the American Apprenticeship grant, the Mayor is also investing \$1.5 million from the City budget to TechSF over the next two years to offset expiring Federal grants. TechSF is a committed partner to President

Obama's TechHire initiative, and its effective practices, strong employer partnerships and national recognition will create numerous opportunities for the dissemination and replication of the apprenticeship model.

"Apprenticeships are a tried-and-true job training strategy that offer tremendous value for both employers and workers, and can be particularly effective in high-skilled, high-growth industries like Information Technology," said U.S. Secretary of Labor Thomas E. Perez. "Programs like TechSF Applied Learning Accelerator are great examples of new industries utilizing apprenticeships to help more people punch their ticket to the middle class."

According to the Department of Labor hands-on apprenticeships, where workers earn and learn at the same time, are a proven path to good, secure middle-class jobs. In fact, 87 percent of apprentices are employed after completing their programs. Studies from around the globe suggest that for every dollar spent on apprenticeship, employers get an average of \$1.47 back in increased productivity, reduced waste and greater front-line innovation.

The U.S. Department of Labor's American Apprenticeship grant awarded \$175 million to 46 communities throughout the United States. Each grantee has pledged to train and hire more than 34,000 new apprentices in the tech industry over the next five years. Each grantee has also committed to expanding apprenticeship programs and to align apprenticeships with further education and career advancement, and to scale proven apprenticeship models that work.

About TechSF

TechSF is an initiative of the Office of Economic and Workforce Development which was launched in 2012 to provide jobseekers with industry-recognized skills and experience, and secure internships and employment in high-tech occupations. The program launched with an \$8 million in Federal grants from the Department of Labor. Since the program launched in 2012, approximately 1,000 people have been trained, and placed in jobs and internships. For more information on TechSF and other workforce training programs, go to: www.oewd.org.

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PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: ECONOMIC AND WORKFORCE DEVELOPMENT -- ECNDept. Code: ECNType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Web based software development, maintenance, and reporting consultantFunding Source: Federal Funds and General FundPSC Duration: 1 yearPSC Amount: \$100,000**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The consultant will assist the Office of Economic and Workforce Development (OEWD) with designing, implementing, and transitioning the existing online Workforce Central (WFC) client tracking and performance management platform to integrate new federal Workforce Innovation and Opportunities Act (WIOA) provisions.

B. Explain why this service is necessary and the consequence of denial:

The new federal Workforce Innovation and Opportunities Act (WIOA) provisions took effect on July 1, 2015, and the OEWD has been working diligently with our grantees over the past year to prepare for implementation. These changes are largely programmatic in nature, including major shifts to the way that clients are categorized and tracked. While grantees have anticipated the changes to their program design and service delivery models, these changes have yet to be fully incorporated into the online tracking system. Over the next year, adjustments will need to be made to the Workforce Central (WFC) system to ensure that grantees can continue to meet their performance goals, improve monitoring outcomes, and securely track and share client information. Additionally, the OEWD continues to apply to new sources of federal revenue and needs to ensure that the WFC system can be flexible to changing federal funding requirements.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This is a short-term, transitional project.

D. Will the contract(s) be renewed?

Unknown at this time.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why.

not applicable

2. Reason(s) for the Request**A. Indicate all that apply (be specific and attach any relevant supporting documents):**

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

B. Explain the qualifying circumstances:

This is a short-term, transitional project that will require specific technical skills not currently available in the department or DTIS.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: Software development, query building, project management, maintenance of software specific to grant and performance management for workforce programs. Requires familiarity with social service programs and web-based applications in an extra-net environment.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1052, IS Business Analyst; 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: They will "host" the application on their servers, which will be customized to the needs of the OEWD. We are contracting for professional services and will pay a minimal maintenance fee for nightly back ups of data.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

OEWD has spoken with DTIS previously concerning needs for online shared platforms for client tracking and has been told that the department does not have the capacity to build or support the work.

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
We do not currently have this series of classifications in our department. DTIS stated that this project is not within their typical scope of work, and other City agencies that we have approached have contracted this work out to professional services vendors.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain. No - we will select a vendor that has specific expertise in developing performance management and grant management software. Developing such expertise is not core to our department's work.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Employees will be trained on the changes to the software and learn how to create reports using data from the platform. Those employees will also learn how to train grantees to use the platform. Current employees are two (2) 1823s and one (1) 9775. Time required for training will depend on the final contract specifications.

C. Are there legal mandates requiring the use of contractual services?
No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
No.

7. **Union Notification:** On 07/07/2015, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21, Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21,

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Kris Damalas Phone: 415-701-4870 Email: kristine.damalas@sfgov.org

Address: 1 South Van Ness Ave, 5th Floor San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 36583 - 15/16

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 10/05/2015

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCESDept. Code: HRD

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 48218 - 14/15)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Senior Leadership Fellowship ProgramFunding Source: General FundPSC Original Approved Amount: \$250,000PSC Original Approved Duration: 05/01/15 - 04/30/17 (2 years)PSC Mod#1 Amount: \$500,000PSC Mod#1 Duration: 05/01/17-07/31/18 (1 year 13 weeks)PSC Cumulative Amount Proposed: \$750,000PSC Cumulative Duration Proposed: 3 years 13 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The contractor will provide services to recruit, train and support mid-career executives as part of the annual Mayor's Senior Fellowship program. The contractor will: recruit senior level executives through national effort; match talent with departments' needs; provide on-going training and support for Fellows; and review and report on departmental outcomes, with the support of the Mayor's Office.

B. Explain why this service is necessary and the consequence of denial:

It is necessary for the Department of Human Resources (DHR) to engage the expertise of a non-profit organization with a proprietary executive leadership, training, and coaching program. The non-profit organization will identify senior level executives nationwide and attract them into the applicant pool. Further, the non-profit organization has a large network of qualified professionals in place to perform the necessary outreach. If approval is denied, the City and County of San Francisco would be unable to offer the program, bring in highly qualified individuals into the Mayor's Senior Fellowship program and high impact, time limited strategic projects in certain City departments will not be delivered.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 48218 - 14/15

D. Will the contract(s) be renewed?

Renewal is subject to contract performance and department needs.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request**

A. Display all that apply

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

DHR does not have the required resources, such as an established contact list of nationwide private sector executives or the proprietary training program.

B. Reason for the request for modification:

The PSC total amount and duration are modified to accommodate two additional cycles of the Senior Leadership Fellowship Program.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Proven expertise in providing senior fellowship training program; ability to identify, recruit, engage and screen qualified individuals into the applicant pool and expertise in providing requested services to public sector or governmental entities.

B. Which, if any, civil service class(es) normally perform(s) this work? 1232, Training Officer; 0931, Manager III;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: No.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil service classes are not applicable because the services require: established contacts, expert outreach to private sector executives, and demonstrated success in developing and executing a senior fellowship program. The services are highly specialized, intermittent and short-term in duration.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it would not be practical to adopt a new civil service class because this is a unique and proprietary program.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
The training program is proprietary and not a train-the-trainer program.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Fuse Corps

7. Union Notification: On 02/10/16, the Department notified the following employee organizations of this PSC/RFP request:
Municipal Executive Association; Architect & Engineers, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Brent Lewis Phone: 557-4944 Email: brent.lewis@sfgov.org

Address: 1 South Van Ness Avenue, 4th Floor, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 48218 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of brent.lewis@sfgov.org
To: [Lewis, Brent \(HRD\); camaguey@sfmea.com; staff@sfmea.com; richardisen@gmail.com; L21PSCReview@ifpte21.org; Brusaca, Christina; DHR-PSCCoordinator, DHR \(HRD\); Isen, Richard \(TIS\)](mailto:Lewis, Brent (HRD); camaguey@sfmea.com; staff@sfmea.com; richardisen@gmail.com; L21PSCReview@ifpte21.org; Brusaca, Christina; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS))
Subject: Receipt of Modification Request to PSC # 48218 - 14/15 - MODIFICATIONS
Date: Wednesday, February 10, 2016 9:39:14 AM

PSC RECEIPT of Modification notification sent to Unions and DHR

The HUMAN RESOURCES -- HRD has submitted a modification request for a Personal Services Contract (PSC) for \$500,000 for services for the period May 1, 2017

–
July 31, 2018. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6427>

Email sent to the following addresses: L21PSCReview@ifpte21.org
richardisen@gmail.com staff@sfmea.com camaguey@sfmea.com

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: HUMAN RESOURCES -- HRD Dept. Code: HRDType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☐ Expedited ☒ Regular (☐ Omit Posting)Type of Service: Senior Leadership Fellowship ProgramFunding Source: General Fund PSC Duration: 2 yearsPSC Amount: \$250,000 PSC Est. Start Date: 05/01/2015 PSC Est. End Date: 04/30/2017**1. Description of Work****A. Scope of Work:**

The contractor will provide services to recruit, train and support mid-career executives as part of the annual Mayor's Senior Fellowship program. The contractor will: recruit senior level executives through national effort; match talent with departments' needs; provide on-going training and support for Fellows; and review and report on departmental outcomes, with the support of the Mayor's Office.

B. Explain why this service is necessary and the consequence of denial:

It is necessary for the Department of Human Resources (DHR) to engage the expertise of a non-profit organization with a proprietary executive leadership, training, and coaching program. The non-profit organization will identify senior level executives nationwide and attract them into the applicant pool. Further, the non-profit organization has a large network of qualified professionals in place to perform the necessary outreach. If approval is denied, the City and County of San Francisco would be unable to offer the program, bring in highly qualified individuals into the Mayor's Senior Fellowship program and high impact, time limited strategic projects in certain City departments will not be delivered.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

The services were provided in the past under PSC#32645-14/15, PSC#38171-14/15, and PSC#39816-14/15.

D. Will the contract(s) be renewed? Renewal is subject to contract performance and department needs.

2. Union Notification: On 03/18/2015, the Department notified the following employee organizations of this PSC/RFP request: Municipal Executive Association, Architect & Engineers, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 48218 - 14/15

DHR Analysis/Recommendation:

05/18/2015

Commission Approval Required

Approved by Civil Service Commission

DHR Approved for 05/18/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

Proven expertise in providing senior fellowship training program; ability to identify, recruit, engage and screen qualified individuals into the applicant pool and expertise in providing requested services to public sector or governmental entities.

B. Which, if any, civil service class(es) normally perform(s) this work?

1232,0931,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

No.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Civil service classes are not applicable because the services require: established contacts, expert outreach to private sector executives, and demonstrated success in developing and executing a senior fellowship program. The services are highly specialized, intermittent and short-term in duration.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, it would not be practical to adopt a new civil service class because this is a unique and proprietary program.

5. Additional Information (if "yes", attach explanation)

| | YES | NO |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? The training program is proprietary and not a train-the-trainer program. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Yes, Fuse Corps, Inc. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 04/20/2015 BY:

Name: Brent Lewis Phone: 557-4944 Email: brent.lewis@sfgov.org

Address: 1 South Van Ness Avenue, 4th Floor San Francisco, CA 94103

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICEDept. Code: POL

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4032-13/14)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Managed Services for Hewlett Packard Printers and Plotter Fleet including suppliesFunding Source: General FundPSC Original Approved Amount: \$360,000PSC Original Approved Duration: 10/04/13 - 09/30/15 (1 year 51 weeks)PSC Mod#1 Amount: \$360,000PSC Mod#1 Duration: 10/01/15-03/31/18 (2 years 26 weeks)PSC Cumulative Amount Proposed: \$720,000PSC Cumulative Duration Proposed: 4 years 25 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Managed services for Hewlett Packard (HP) Printer and Plotter fleet at all San Francisco Police Department (SFPD) locations. Attend to service calls within 4 business hours. Monitor and provide 99% up-time of Printers, Carry Printer, Plotter Parts and supplies to replace onsite for break-fix issues. Supplies, such as toner, is to be replaced within 4 business hours at the Hall of Justice and drop-shipped to all other remote locations. Waste toner should be sent over to recycling plants at service providers expense.

B. Explain why this service is necessary and the consequence of denial:

The SFPD has 263 HP printers and 3 plotters. The equipment requires special HP Printer and peripherals expertise to attend service calls generated within the department. Having this expertise will allow for faster resolution of the break-fix issues that are reported to IT unit. Denial will hamper the ability to provide service faster and longer down-time which will impact critical law enforcement printing functions for certain divisions.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes

D. Will the contract(s) be renewed?

Uncertain.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request****A. Display all that apply**

- ☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).
- ☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The City does not employ HP Certified Technicians on an as-needed basis.

B. Reason for the request for modification:

The San Francisco Police Department is extending contract and increasing contract value for vendor to provide Hewlett Packard (HP) printer and plotter fleet services at all SFPD locations. Services will include: 1. Responding to service calls within 4 business hours; 2. Monitoring and providing 99% up-time for printers, carry printer, plotter parts and supplies to replace on-site for break-fix issues; 3. Replacing supplies, such as toner, within 4 business hours at headquarters and drop-shipped at all other remote locations; and 4. Removing empty toner containers and delivering to recycling plants.

3. Description of Required Skills/Expertise

- A. Specify required skills and/or expertise: HP Printer Certified Technician skills include, but not limited to the following: Printer error code resolution, break-fix for parts that need replacements, toner cartridge replacement, print quality improvements, networking printers, monitoring toner replacements remotely, experience with remote printer management tools and services.
- B. Which, if any, civil service class(es) normally perform(s) this work? 1011, IS Technician Assistant; 1014, IS Technician-Supervisor;
- C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide all HP parts for printer break-fix issues from the manufacturer and supplies, such as toner.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

- A. Explain why civil service classes are not applicable.
Supporting HP printers and plotters require a special expertise and preferably HP certified technician to perform service. The SFPD printer fleet has 65 different models. It is not practical to assume support and expertise from one individual. This project requires a service provider who can dispatch appropriate technician onsite when service call is placed.
- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. As we move forward into the future, we will use more paperless technology. The need for this service will be reduced.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
no training is needed
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
This will be a contract extension.

7. **Union Notification:** On 02/10/16, the Department notified the following employee organizations of this PSC/RFP request:
Professional & Tech Engrs, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245-3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4032-13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Wong, Genie (POL)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Wednesday, February 10, 2016 3:05 PM
To: Wong, Genie (POL); L21PSCReview@ifpte21.org; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4032-13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$360,000 for services for the period October 1, 2015 – March 31, 2018. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6324>

Email sent to the following addresses: L21PSCReview@ifpte21.org

Additional Attachment(s)



EDWIN M. LEE
MAYOR

CITY AND COUNTY OF SAN FRANCISCO
POLICE DEPARTMENT
HEADQUARTERS
1245 3RD Street
San Francisco, California 94158



GREGORY P. SUHR
CHIEF OF POLICE

To: Suzanne Choi
Citywide Personal Services Contract Coordinator
Department of Human Resources

/ From: Genie Wong *GW*
Contracts Analyst/ Personal Services Coordinator
Police Department

Date: February 18, 2016

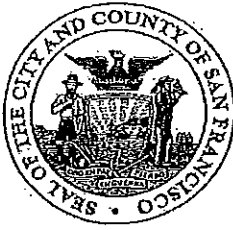
RE: Police Department Headquarters Location

The San Francisco Police Department (SFPD) headquarters has moved and all correspondence pertaining to Personal Services Contracts should be addressed to me at the new Public Safety Building located at:

1245-3rd Street, 6th Floor
San Francisco, CA 94158

Although some sections of the SFPD continue to perform work at the Hall of Justice, located at 850 Bryant Street, most sections have relocated.

Please also feel free to contact me at (415) 837-7208 or Genie.Wong@sfgov.org.



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

October 24, 2013

Sent via Electronic Mail

SCOTT R. HELDFOND
PRESIDENT

E. DENNIS NORMANDY
VICE PRESIDENT

DOUGLAS S. CHAN
COMMISSIONER

KATE FAVETTI
COMMISSIONER

GINA M. ROCCANOVA
COMMISSIONER

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 4028-13/14
THROUGH 4032-13/14 AND 4113-08/09.**

At its meeting of October 21, 2013 the Civil Service Commission had for its consideration the above matter.

The Commission adopted the report and approved the request for proposed personal services contracts.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

JENNIFER C. JOHNSTON
EXECUTIVE OFFICER

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

Handwritten signature of Jennifer Johnston in black ink.

JENNIFER JOHNSTON
Executive Officer

Attachment

Cc: Parveen Boparai, Municipal Transportation Agency
Micki Callahan, Department of Human Resources
Brent Lewis, Department of Human Resources
Greg Kato, Treasure & Tax Collector Office
Jacquie Hale, Department of Public Health
Joseph Valdez, San Francisco Police Department
Ben Rosenfield, Controller's Office
Jaci Fong, Office of Contract Administration
Commission File
Chron

POSTING FO.

10/21/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|----------|---------------------------------|---------------|-----------------|--|-----------------------|
| 4028-13/14 | 08 | Treasurer/Tax Collector | Regular | \$750,000 | The Office of the Treasurer & Tax Collector wishes to procure access to financial market data and software to analyze that data to enhance the County Pooled Fund Portfolio's earnings. | 10/1/2013 - 9/30/2018 |
| 4029-13/14 | 68 | Municipal Transportation Agency | Regular | \$275,000 | The Contractor will develop a campaign strategy and message for a pedestrian safety campaign. The contractor will research and develop a strategy based on best-practices for safety campaigns that have shown actual reductions in pedestrian accident rates. Based on this strategy, the consultant will develop campaign messaging for an 18-month pedestrian education campaign. | 1/1/2014 - 7/30/2016 |
| 4030-13/14 | 68 | Municipal Transportation Agency | Regular | \$499,000 | The consultant will conduct complex financial and statistical analysis in the areas of contracting and affirmative action to perform a Disadvantaged Business Enterprise (DBE) Availability and Utilization Study (the Project). The Project involves: (1) investigating the existence of discrimination and its effects in the public transportation contracting industry within the San Francisco Bay Area, and (2) satisfying the requirements for Disparity/Utilization studies established by the Ninth Circuit Court of Appeals in Western States Paving Co., Inc. v. Washington State Department of Transportation. | 1/1/2014 - 2/31/2014 |
| 4031-13/14 | 68 | Municipal Transportation Agency | Regular | \$12,000,000 | The contractor will provide a Parking Access and Revenue Control System (PARCS) to be installed at 19 off-street parking facilities that will be integrated and remotely monitored by a Central Monitoring System (CMS) for customer support and revenue security oversight. The installation will involve the utilization of proprietary software and hardware. | 3/1/2014 - 2/28/2017 |
| 4032-13/14 | 38 | Police | Regular | \$360,000 | Managed Services for HP Printers & Plotter fleet at all locations of SFPD. Attend Service Calls within 4 business hours. Monitor and provide 99% up-time of Printers. Carry Printer, Plotter Parts & supplies to replace onsite for break-fix issues. Supplies, such as Toner to be replaced within 4 business hours at HOJ and drop-shipped to all other remote locations. Waste toner should be sent over to recycling plants at service providers expense. | 10/4/2013 - 9/30/2015 |

Total Amount - Regular: \$13,884,000

POSTING FO

10/21/2013

PROPOSED PERSONAL SERVICES CONTRACTS
MODIFICATION TO INCREASE CONTRACT AMOUNT/DURATION

| PSC No | DeptNo | Dept Description | Approval Type | Modified Amount | Cumulative Total | Description of Work | Start Date- End Date |
|------------|--------|------------------|---------------|-----------------|------------------|---|----------------------|
| 4113-08/09 | 82 | Public Health | Regular | \$15,000,000 | \$37,000,000 | Provision of health dental and vision insurance through a publicly funded health insurance program to children and young adults who live in the City and County of San Francisco; whose family income is under the 300% of the Federal Poverty Level and who do not qualify for Medi-Cal or Healthy Families. | 7/1/2009 - 6/30/2015 |

Sum of Modified Amounts:

\$15,000,000

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 6/19/2013DEPARTMENT NAME: Police (SFPD) W DEPARTMENT NUMBER 38TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST ☐ MODIFICATION (PSC#)TYPE OF SERVICE: HP Printer, Plotter Support & Services including suppliesFUNDING SOURCE: General FundsPSC AMOUNT: \$ 360,000 (180,000 USD/year) PSC DURATION: Oct 4, 2013- Sept 30, 2015

1. DESCRIPTION OF WORK

A. Concise description of proposed work:

Managed Services for HP Printers & Plotter fleet at all locations of SFPD. Attend Service Calls within 4 business hours. Monitor and provide 99% up-time of Printers. Carry Printer, Plotters Parts & supplies to replace onsite for break-fix issues. Supplies, such as Toner to be replaced within 4 business hours at HOJ and drop-shipped to all other remote locations. Waste toner should be sent over to recycling plants at service providers expense.

B. Explain why this service is necessary and the consequences of denial:

We have 263 HP Printers and 3 Plotters in San Francisco Police Department. This equipment requires special HP Printer and peripherals expertise to attend Service Calls generated within the department. Having this expertise will allow for faster resolution of the break-fix issues that are reported to IT unit. Denial will hamper the ability to provide service faster and longer down-time which will impact critical law enforcement printing functions for certain divisions.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

In past this service has been provided by staff in Technology division. The same staff is assigned to other major multi-year projects such as 'Crime Data Warehouse', which are more specific to their classifications.

D. Will the contract(s) be renewed:

Not Applicable

2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 1021 Joseph Valdez
Union Name Signature of person mailing/faxing form

Local 21 Joseph Valdez
Union Name Signature of person mailing/faxing form

W/10/04/13 Revised Email
10/02/13 Original Fax
Date

W/10/04/13 Revised Email
09/26/13 Original Fax
Date

RFP sent to _____, on _____
Union Name Date Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4032-13/14STAFF ANALYSIS/RECOMMENDATION: Approved 10/04/2013 W

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

*HP Printer Certified Technician, skills include but not limited to the following:
Printer, Error code resolution, break-fix for parts that need replacements, Toner cartridge replacement, print quality improvements, networking printers, monitoring toner replacements remotely, experience with remote printer management tools & services*

B. Which, if any, civil service class normally performs this work?

None

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes, Contractor will provide all HP parts for printer break-fix issues from the manufacturer & supplies such as Toner

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Supporting HP Printers and Plotters require a special expertise and preferably HP certified technician to perform service. Our Printer fleet has 65 different models and it's not practical to assume support & expertise from one individual. Requires a service provider who can dispatch appropriate technician onsite when service call is placed.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. As we move forward into the future - I see paperless adoption to increase dramatically. If we create a new civil services class for Printing support needs - this need may vanish with rapid adoption of paperless technologies.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes

No

☐☒

B. Will the contractor train City and County employees?

☐☒

- Describe the training and indicate approximate number of hours.

- Indicate occupational type of City and County employees to receive training (i.e., clerks, civil engineers, etc.) and approximate number to be trained.

C. Are there legal mandates requiring the use of contractual services?

☐☒

D. Are there federal or state grant requirements regarding the use of contractual services?

☐☒

E. Has a board or commission determined that contracting is the most effective way to provide this service?

☐☒

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

☐☒

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE
DEPARTMENT HEAD:


Signature of Departmental Personal Services Contract Coordinator

Ofc. Joseph Valdez

415-734-3254

Print or Type Name

Telephone Number

Hall of Justice, 850 Bryant St.,

S.F., CA. 94103

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICEDept. Code: POL

Type of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 39481 - 13/14)

Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)

Type of Service: Court ReportingFunding Source: General Fund

PSC Original Approved Amount: \$100,000 PSC Original Approved Duration: 07/01/14 - 06/30/16 (2 years)

PSC Mod#1 Amount: \$50,000 PSC Mod#1 Duration: 07/01/16-06/30/19 (3 years)

PSC Cumulative Amount Proposed: \$150,000 PSC Cumulative Duration Proposed: 5 years

1. Description of Work**A. Scope of Work/Services to be Contracted Out:**

The San Francisco Police Department (SFPD) requires as-needed court reporting and transcription services for disciplinary hearings and Police Commission meetings and transcription of tapes from interviews performed with the SFPD's Management Control Division and other investigative units within the SFPD.

B. Explain why this service is necessary and the consequence of denial:

Transcripts are necessary as permanent records of discipline hearings, interviews and meetings. In addition to the Police Department's requirement to maintain personnel records, the Police Commission must also maintain records of its actions. If an officer appeals a disciplinary action to the Superior Court, the Department would need to produce a certified record of hearings held and evidence taken by the Commission used to sustain the charges. If denied and further legal action is taken, record of proceedings would not be available.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Yes

D. Will the contract(s) be renewed?

Yes.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:**2. Reason(s) for the Request****A. Display all that apply**

☒ Services required on an as-needed, intermittent, or periodic basis (e.g., peaks in workload).

Explain the qualifying circumstances:

Service required is as-needed.

B. Reason for the request for modification:

This modification is to extend current contract for 3 years and add \$50,000. The San Francisco Police Department (SFPD) continues to need court reporting and transcription services for Police Commission hearings and disciplinary hearings and transcription of tapes for interviews by the SFPD's investigative units.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Certified Court Reporter and Transcriptionist.

B. Which, if any, civil service class(es) normally perform(s) this work? 8138, Court Reporter;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes. The contractor will provide equipment to perform service. The Department does not possess the equipment required to perform this service.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Work is as-needed, so it would not be practical to hire a full-time or part-time employee for this service. The work is very intermittent and requires an immediate response when services are required. The Police Department may require more than one court reporter at a time for multiple meetings, such as disciplinary hearings and Commission meetings which may be held concurrently. Furthermore, the City would be required to purchase and store the necessary equipment used by Court Reporters.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. There is a current Civil Service classification. Additionally, the Police Department does not have a regular schedule for any hearings other than the weekly Police Commission meetings to support a position.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

No training is included with this PSC.

C. Are there legal mandates requiring the use of contractual services?

No.

D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

Current contract will be extended for 3 more years.

7. **Union Notification:** On 11/25/15, the Department notified the following employee organizations of this PSC/RFP request:

SEIU Local 1021; SEIU 1021 Miscellaneous;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245 - 3rd Street, 6th Floor, San Francisco, CA 94158

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39481 - 13/14

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

Wong, Genie (POL)

From: dhr-psccordinator@sfgov.org on behalf of Genie.Wong@sfgov.org
Sent: Wednesday, November 25, 2015 9:45 AM
To: Wong, Genie (POL); Sandeep.lal@seiu1021.me; leah.berlanga@seiu1021.org; Lopez-Barrios, Ricardo (PDR); Basconcillo, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; Wong, Genie (POL); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 39481 - 13/14 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The POLICE -- POL has submitted a modification request for a Personal Services Contract (PSC) for \$50,000 for services for the period July 1, 2016 – June 30, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6096>

Email sent to the following addresses: Larry.Bradshaw@seiu1021.org tiya.thlang@seiu1021.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net joe.brenner@seiu1021.org pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org Carey.dall@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcillo@sfgwater.org Ricardo.lopez@sfgov.org leah.berlanga@seiu1021.org Sandeep.lal@seiu1021.me

Additional Attachment(s)




EDWIN M. LEE
MAYOR

CITY AND COUNTY OF SAN FRANCISCO
POLICE DEPARTMENT
HEADQUARTERS
1245 3RD Street
San Francisco, California 94158



GREGORY P. SUHR
CHIEF OF POLICE

To: Suzanne Choi
Citywide Personal Services Contract Coordinator
Department of Human Resources

From: Genie Wong 
Contracts Analyst/Personal Services Contract Coordinator
Police Department

Date: November 26, 2015

RE: PSC 39481-13/14 Modification for Five Years

The San Francisco Police Department (SFPD) requests a Personal Services Contract (PSC) modification of three years from July 1, 2016-June 30, 2019 for continued as-needed court reporting and transcription services for disciplinary hearings and Police Commission meetings and transcription of tapes from interviews performed by the SFPD's investigative units. The current PSC is approved from July 1, 2014-June 30, 2016 and \$100,000. The PSC cumulative duration proposed is five years and \$150,000.

Transcripts continue to be necessary as permanent records of disciplinary hearings, interviews and meetings. In addition to the Police Department's requirement to maintain personnel records, the Police Commission must also maintain records of its actions. If officers appeal disciplinary action to the Superior Court, the Department needs to produce certified records of hearings held and evidence taken by the Commission used to sustain the charges. If this service is denied and further legal action is taken, records of proceedings would not be available to support the Department.

The term of the current contract is from July 1, 2014-June 30, 2016, with two options to extend for three years each. The SFPD wishes to exercise its first option to continue our contract with for three years. Therefore, we respectfully request that PSC 39481-13/14 Modification #1 be approved. Please contact me at (415) 837-7208 if you have questions.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: POLICE -- POL Dept. Code: POLType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular (☐ Omit Posting)Type of Service: Court ReportingFunding Source: General Fund PSC Duration: 2 years
PSC Amount: \$100,000 PSC Est. Start Date: 07/01/2014 PSC Est. End Date: 06/30/2016**1. Description of Work****A. Scope of Work:**

The San Francisco Police Department (SFPD) requires as-needed court reporting and transcription services for disciplinary hearings and Police Commission meetings and transcription of tapes from interviews performed with the SFPD's Management Control Division and other investigative units within the SFPD.

B. Explain why this service is necessary and the consequence of denial:

Transcripts are necessary as permanent records of discipline hearings, interviews and meetings. In addition to the Police Department's requirement to maintain personnel records, the Police Commission must also maintain records of its actions. If an officer appeals a disciplinary action to the Superior Court, the Department would need to produce a certified record of hearings held and evidence taken by the Commission used to sustain the charges. If denied and further legal action is taken, record of proceedings would not be available.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
PSC #4103-09/10

D. Will the contract(s) be renewed? Yes.

2. Union Notification: On 04/24/2014, the Department notified the following employee organizations of this PSC/RFP request: SEIU Local 1021, SEIU 1021 Miscellaneous,

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 39481 - 13/14

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 05/12/2014

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:
Certified Court Reporter and Transcriptionist.

B. Which, if any, civil service class(es) normally perform(s) this work?
8138,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes. The contractor will provide equipment to perform service. The Department does not possess the equipment required to perform this service.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

Work is as-needed, so it would not be practical to hire a full-time or part-time employee for this service. The work is very intermittent and requires an immediate response when services are required. The Police Department may require more than one court reporter at a time for multiple meetings, such as disciplinary hearings and Commission meetings which may be held concurrently. Furthermore, the City would be required to purchase and store the necessary equipment used by Court Reporters.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. There is a current Civil Service classification. Additionally, the Police Department does not have a regular schedule for any hearings other than the weekly Police Commission meetings to support a position.

5. Additional Information (if "yes", attach explanation)

| | <u>YES</u> | <u>NO</u> |
|--|--------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? No training is included with this PSC. | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/05/2014 BY:

Name: Genie Wong Phone: (415) 837-7208 Email: Genie.Wong@sfgov.org

Address: 1245 - 3rd Street, 6th Floor San Francisco, CA 94158

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4091-12/13)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Design, programming & on-site mgt. of demonstration garden/education outdoor class (CS-303)Funding Source: SFPUC WWE Project FundsPSC Original Approved Amount: \$400,000PSC Original Approved Duration: 05/06/13 - 05/31/15 (2 years 3 weeks)PSC Mod#1 Amount: \$100,000PSC Mod#1 Duration: 06/01/15-05/31/16 (1 year 1 day)PSC Mod#2 Amount: no amount addedPSC Mod#2 Duration: 06/01/16-12/31/16 (30 weeks 4 days)PSC Cumulative Amount Proposed: \$500,000PSC Cumulative Duration Proposed: 3 years 34 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep.

B. Explain why this service is necessary and the consequence of denial:

The SFPUC passed a resolution in 2011 establishing an urban agriculture pilot program to proactively encourage urban agriculture on SFPUC lands where feasible, which specifically requires the development of a portion of the College Hill Reservoir parcel as a demonstration garden and outdoor classroom. Consequences of denial would include failure to fulfill the Commission's stated programmatic goals, and the denial of environmental educational opportunities for the city's children.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

This service is currently being provided via PSC No. 4091-12/13 (CS-303).

D. Will the contract(s) be renewed?

No.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

☒ Short-term or capital projects requiring diverse skills, expertise and/or knowledge.

Explain the qualifying circumstances:

There are no City job classifications that combine demonstration-scale green infrastructure design expertise with environmental educational programming, site-specific community engagement, and maintenance expertise, all of which are required for this project.

B. Reason for the request for modification:

To align the PSC duration with the Contract duration.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Specialized expertise and experience in green infrastructure design on a demonstration (micro) scale; educational programming experience and expertise as it relates to K-5 environmental curriculum with a particular focus on water systems and urban agriculture; garden maintenance and upkeep of sensitive green infrastructure components such as rain water harvesting, constructed wetlands, etc. Further, the services will also include providing location-based community outreach and engagement for site design and educational programming.

B. Which, if any, civil service class(es) normally perform(s) this work? 3417, Gardener; 5211, Eng/Arch/Landscape Arch Sr; 5262, Landscape Architect Assoc 1; 5274, Landscape Architect; 5640, Environmental Spec; 7501, Environmental Service Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, a significant portion of the work involves specialized expertise in the emerging field of green infrastructure through landscape design. The contractor will be developing a demonstration garden on the site, and will install a small tool shed with demonstration-scale green infrastructure elements, as well as purchase tools and equipment for operation of the garden. None of these purchases will be capital expenditures.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

There are no City County San Francisco (CCSF) job classifications that combine demonstration-scale green infrastructure design expertise with environmental educational programming, site-specific community engagement, and maintenance expertise, all of which are required for this project.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No. There are few projects of this type; the required expertise would not be utilized on a full-time, permanent basis.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
No. There are few projects of this type; the required expertise would not be utilized on a full-time, permanent basis to warrant proving training.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Pam Nagle

- 7. Union Notification:** On 02/09/16, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Laborers, Local 261; Architect & Engineers, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Shamica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor, San Francisco, CA 94102

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4091-12/13

DHR Analysis/Recommendation:

Commission Approval Required
DHR Approved for 03/07/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of SJackson@sfgwater.org
To: Jackson, Shamica; amakayan@ifpte21.org; LIUNA.local261@gmail.com; richardisen@gmail.com; L21PSCReview@ifpte21.org; Jackson, Shamica; DHR-PSCCoordinator, DHR; Isen, Richard
Subject: Receipt of Modification Request to PSC # 4091-12/13 - MODIFICATIONS
Date: Tuesday, February 09, 2016 3:01:02 PM

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC UTILITIES COMMISSION -- PUC has submitted a modification request for a Personal Services Contract (PSC) for \$0 for services for the period June 1, 2016 – December 31, 2016. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/5726>

Email sent to the following addresses: L21PSCReview@ifpte21.org
richardisen@gmail.com LIUNA.local261@gmail.com amakayan@ifpte21.org

Additional Attachment(s)

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC UTILITIES COMMISSIONDept. Code: PUCType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4091-12/13)Type of Approval: ☐ Expedited ☐ Regular ☐ Omit PostingType of Service: Design, programming & on-site mgt. of demonstration garden/education outdoor class (CS-303)Funding Source: SFPUC WWE Project FundsPSC Original Approved Amount: \$400,000PSC Original Approved Duration: 05/06/13 - 05/31/15 (2 years 3 wePSC Mod#1 Amount: \$100,000PSC Mod#1 Duration: 06/01/15-05/31/16 (1 year 1 day)

PSC Mod#2 Amount: _____

PSC Mod#2 Duration: _____

PSC Cumulative Amount Proposed: \$500,000PSC Cumulative Duration Proposed: 3 years 3 weeks**1. Description of Work****A. Scope of Work:**

Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep.

B. Explain why this service is necessary and the consequence of denial:

The SFPUC passed a resolution in 2011 establishing an urban agriculture pilot program to proactively encourage urban agriculture on SFPUC lands where feasible, which specifically requires the development of a portion of the College Hill Reservoir parcel as a demonstration garden and outdoor classroom. Consequences of denial would include failure to fulfill the Commission's stated programmatic goals, and the denial of environmental educational opportunities for the city's children.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.

This service is currently being provided via PSC No. 4091-12/13 (CS-303).

D. Will the contract(s) be renewed? No.

2. Union Notification: On 08/12/15, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21; Laborers, Local 261; Architect & Engineers, Local 21;

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 4091-12/13

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 08/21/2015

3. Description of Required Skills/Expertise**A. Specify required skills and/or expertise:**

Specialized expertise and experience in green infrastructure design on a demonstration (micro) scale; educational programming experience and expertise as it relates to K-5 environmental curriculum with a particular focus on water systems and urban agriculture; garden maintenance and upkeep of sensitive green infrastructure components such as rain water harvesting, constructed wetlands, etc. Further, the services will also include providing location-based community outreach and engagement for site design and educational programming.

B. Which, if any, civil service class(es) normally perform(s) this work?

5274,5262,5211,5640,3417,7501,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes, a significant portion of the work involves specialized expertise in the emerging field of green infrastructure through landscape design. The contractor will be developing a demonstration garden on the site, and will install a small tool shed with demonstration-scale green infrastructure elements, as well as purchase tools and equipment for operation of the garden. None of these purchases will be capital expenditures.

4. Why Classified Civil Service Cannot Perform**A. Explain why civil service classes are not applicable:**

There are no City County San Francisco (CCSF) job classifications that combine demonstration-scale green infrastructure design expertise with environmental educational programming, site-specific community engagement, and maintenance expertise, all of which are required for this project.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No. There are few projects of this type; the required expertise would not be utilized on a full-time, permanent basis.

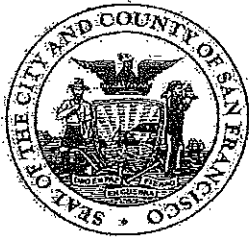
5. Additional Information (if "yes", attach explanation)

| | <u>YES</u> | <u>NO</u> |
|--|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? Pam Nagle | <input checked="" type="checkbox"/> | <input type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 08/12/15 BY:

Name: Sharnica Jackson Phone: 415-554-0727 Email: SJackson@sfgwater.org

Address: 525 Golden Gate Avenue, 8th Floor San Francisco, CA 94102



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

EDWIN M. LEE
MAYOR

March 27, 2013

NOTICE OF CIVIL SERVICE COMMISSION ACTION

KATE RAVETTY
PRESIDENT

SCOTT R. HELDFOND
VICE PRESIDENT

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACT NUMBERS 4081-12/13 THROUGH 4096-12/13; 4034-11/12.

At its meeting of March 18, 2013 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval. Please share it with everyone responsible for follow-up.*

The Commission:

1. Adopted the report, and approved the request for approval of PSC# 4089-12/13 on the condition that the PSC summary form reflects the correct duration date. Notified the Office of the Controller and the Office of Contract Administration.
2. Adopted the report, and approved the requests for all remaining contracts. Notified the Office of the Controller and the Office of Contract Administration.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION

JENNIFER JOHNSTON
Executive Officer

Attachment

- c:
- Cynthia Avakian, Airport
 - Parveen Boparaj, Municipal Transportation Agency
 - Jeanne Buick, Department of Human Resources
 - Jesusa Bushong, Fire Department
 - Micki Callahan, Human Resources Director
 - Jaci Fong, Office of Contract Administrator
 - Kendall Gary, Department of Technology
 - Leorah Dang, Department of Human Resources
 - Karen Henderson, Mayor's Office
 - Greg Kato, Treasurer/Tax Collector
 - William Lee, Department of Emergency Management
 - Diane Lim, Adult Probation
 - Ben Rosenfield, Controller
 - Shawn Wallace, Police Department
 - Commission File
 - Commissioners' Binder
 - Chiron

POSTING FOK

03/18/2013

PROPOSED PERSONAL SERVICES CONTRACTS - Regular

| PSC No | Dept No. | Dept Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|----------|-----------------------------|---------------|-----------------|---|------------------------|
| 4087-12/13 | 27 | Airport Commission | Regular | \$35,000,000 | The Airport plans to upgrade its industrial waste treatment plant (IWTP). A design-build team, with knowledge and experience in industrial waste water treatment processing, sanitary sewer and recycled water systems, will design and bid the trade packages for direct construction work when design is complete. The IWTP project includes the design and construction of a new industrial waste water treatment process facility, offices and laboratory, demolition of the existing IWTP process and shop buildings, refurbishment of the existing trickling filter tank, renovation of existing clarifiers and the existing sludge transfer pump station, construction of a new microbiology laboratory, evaluation and replacement of inter-building process piping, construction of a new chlorine contact basin, incorporation of a new emergency power generator, and upgrading of the existing Wonderware software program for process control. | 3/18/2013 - 12/31/2018 |
| 4088-12/13 | 27 | Airport Commission | Regular | \$1,000,000 | Provide programming and the overview schematic design of the entire recycled water system at SFO, including, but not limited to: system overview, source identification, construction needed and point of use treatment evaluation for the San Francisco International Airport campus from the terminals to the production of the recycled water. | 3/18/2013 - 12/31/2016 |
| 4089-12/13 | 31 | Fire Department | Regular | \$1,200,000 | Perform physical fitness evaluations on uniformed Fire Department personnel, including coronary risk factor evaluations, cardiovascular examinations, and laboratory testing, at least once, possibly twice for each uniformed member over the life of the contract. | 7/1/2013 - 6/30/2015 |
| 4090-12/13 | 25 | Mayor | Regular | \$150,000 | Perform up to 24 detailed cost estimates in general conformance with CSI format at various stages of pre-construction for up to 8 multifamily affordable housing construction projects with an aggregate hard cost value of at least \$100,000,000. Scope also includes associated meetings, reports, bid analyses, and some limited change order analyses. | 2/1/2013 - 6/30/2016 |
| 4091-12/13 | 40 | Public Utilities Commission | Regular | \$400,000 | Design of a "One Water, One City" demonstration garden and outdoor classroom which will educate students in grades K-5 about ways to take care of their environment and showcase innovative green infrastructure strategies on an accessible and site-appropriate micro-scale. In addition to the design, the proposed work will also include a community outreach plan, an educational management plan (lesson plans, educational framework, etc.) and on-site garden maintenance and upkeep. | 5/1/2013 - 5/31/2015 |
| 4092-12/13 | 40 | Public Utilities Commission | Regular | \$600,000 | The proposed work includes preparation of geotechnical exploration program and report providing criteria for design of new cisterns to increase capacity of Auxiliary Water Supply System (AWSS) for firefighting. Cisterns will be located throughout the City. | 5/1/2013 - 4/30/2016 |

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 4132 - 08/09)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: Credit reports in order to verify patient's eligibilty for county health subsidy programs.Funding Source: General Funds / Hospital FundsPSC Original Approved Amount: \$1,200,000PSC Original Approved Duration: 05/01/09 - 12/31/13 (4 years 35 weeks)PSC Mod#1 Amount: no amount addedPSC Mod#1 Duration: 01/01/10-12/31/15 (2 years)PSC Mod#2 Amount: \$1,200,000PSC Mod#2 Duration: 01/01/16-12/31/19 (4 years 1 day)PSC Cumulative Amount Proposed: \$2,400,000PSC Cumulative Duration Proposed: 10 years 35 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

The Contractor will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health. The information from these sources will be integrated in to various Department information systems.

B. Explain why this service is necessary and the consequence of denial:

The service is necessary in order to properly determine eligibility (residency and ability to pay) of clients for services in a variety of Department programs such as enrollments in DPH-Healthy San Francisco (HSF) and granting Charity/Discount Program as required by the State for needy applicants who are given services in the Department's Health Centers, San Francisco General Hospital, and Laguna Honda Hospital. Access to this service will allow DPH to more accurately screen for City residency and qualify clients according to their financial eligibility. Denial of this service will cause unnecessary usage of the City's General Fund for applicants who may not be eligible for charity or discounts. It would also lead to inappropriate HSF enrollments of non-San Francisco residents. Further, without this tool, the Department's ability to comply with Local, State and Federal requirements for various health benefits (HSF, MediCal and Medicaid) programs are compromised.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 4132 - 08/09

D. Will the contract(s) be renewed?

Yes, if there is a need and if funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request**A. Display all that apply**

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

This is for access to consumer credit reports to be used by Department employees to check eligibility for various county subsidy programs. The City does not have the capacity to generate consumer credit reports. These reports and data are made or collected by credit reporting agencies.

B. Reason for the request for modification:

This modification extends the contract and adds additional spending authority to the approval to continue the Department's access to online consumer credit reports to be used in the eligibility (address and financial data) of patients for various subsidy programs. With the transition of patients from Healthy San Francisco to new coverage options afforded by the Affordable Care Act the transactions processed under this contract have stabilized and have been reduced. The term of the PSC is in excess of five years, because of the continued need to integrated consumer credit reports in order to maintain the ongoing eligibility process. In addition, the originally stated term of the PSC was previously extended (no cost) due to lengthy contract negotiations and scheduling issues at the Department of Public Health. The contract will now begin 1/1/2010. There was no work performed prior to 1/1/2010.

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: Access to proprietary national credit reporting databases and a proven application that interfaces with the Siemens Invision Platform.

B. Which, if any, civil service class(es) normally perform(s) this work? 1053, IS Business Analyst-Senior; 1054, IS Business Analyst-Principal; 2903, Eligibility Worker; 2908, Hospital Eligibility Worker;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, contractor will provide the Department access to proprietary on-line databases and a web-based application.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

Civil services classes are not applicable because the City does not have access to consumer credit information, nor does the Department have a proven application that integrates into the existing information system.

- B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, it is not practical to adopt a new Civil Service class because, the new class would have to develop an application, get that application certified to work with the Siemens Invision Platform, and most importantly establish ongoing relationships with the various credit reporting agencies or collect, store and analyze the credit data ourselves.

6. Additional Information

- A. Will the contractor directly supervise City and County employee? If so, please include an explanation.
No.
- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.
Vendor will train Supervisors as "super" trainers for 8 hours, and eligibility staff will receive approximately 4 hours of training on how to use the system. Specifically, 2909 Hospital Eligibility Worker Supervisor, and 2903 Eligibility Worker and 2908 Hospital Eligibility Worker.
- C. Are there legal mandates requiring the use of contractual services?
No.
- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.
No.
- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.
No.
- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.
Search America, Inc.

7. Union Notification: On 12/07/15, the Department notified the following employee organizations of this PSC/RFP request:

SEIU 1021 Miscellaneous; Professional & Tech Engrs, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove St. Rm. 307, San Francisco, CA 95476

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 4132 - 08/09

DHR Analysis/Recommendation:

Commission Approval Required

DHR Approved for 03/07/2016

Civil Service Commission Action:

Receipt of Union Notification(s)

Longhitano, Robert (DPH)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, December 07, 2015 5:26 PM
To: Hale, Jacquie (DPH); Lopez-Barrios, Ricardo (PDR); Basconcello, Katherine (PUC); pcamarillo_seiu@sbcglobal.net; Carey.dall@seiu1021.org; Wendy.Frigillana@seiu1021.org; pscreview@seiu1021.org; joe.brenner@seiu1021.org; ted.zarzecki@seiu1021.net; davidmkersten@gmail.com; ablood@cirseiu.org; xiumin.li@seiu1021.org; Poon, Sin Yee (HSA) (DSS); david.canham@seiu1021.org; jtanner940@aol.com; tiya.thlang@seiu1021.org; Larry.Bradshaw@seiu1021.org; L21PSCReview@ifpte21.org; Longhitano, Robert (DPH); DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 4132 - 08/09 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$1,200,000 for services for the period January 1, 2015 - December 31, 2019. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrDrupal/node/6144>

Email sent to the following addresses: L21PSCReview@ifpte21.org Larry.Bradshaw@seiu1021.org tiya.thlang@seiu1021.org jtanner940@aol.com david.canham@seiu1021.org Sin.Yee.Poon@sfgov.org xiumin.li@seiu1021.org ablood@cirseiu.org davidmkersten@gmail.com ted.zarzecki@seiu1021.net joe.brenner@seiu1021.org pscreview@seiu1021.org Wendy.Frigillana@seiu1021.org Carey.dall@seiu1021.org pcamarillo_seiu@sbcglobal.net Kbasconcello@sfgwater.org Ricardo.lopez@sfgov.org

Additional Attachment(s)

PSC in excess of five years explanation for PSC 4132-08/09

The term of the PSC is in excess of five years, because of the continued need to integrated consumer credit reports in order to maintain the ongoing eligibility process. In addition, the originally stated term of the PSC was previously extend (no cost) due to lengthy contract negotiations and scheduling issues at the Department of Public Health. The contract will now begin 1/1/2010. There was no work performed prior to 1/1/2010.

Billing services at the Department of Public Health will have a continued need to have access to commercially available consumer credit reports in order to determine address and financial eligibility of patient that request services from the Department.

City and County of San Francisco



Gavin Newsom
Mayor

Department of Public Health

MEMORANDUM

DATE: November 2, 2009
TO: Mary Ng, PSC Analyst
Department of Human Resources (Dept. 33)
FROM: Jacquie Hale, PSC Coordinator
Department of Public Health (Dept. 81 & 82) *JH*
RE: Request for Administrative Approval of PSC Modification (less than 50%)

SIGN HERE

PSC No: 4132-08/09 (credit check) Approval Date: 4/20/2009 ✓
Description of Service(s):
Original Approved Amount: \$1,200,000 ✓ Original Approved Duration: 5/1/2009 – 12/31/2013 ✓
Modification Amount: \$0 Modification of Duration: 1/1/2010 – 12/31/2015
Total Amount as Modified: \$1,200,000 Total Duration as Modified: 5/1/2009 – 12/31/2015

Reason for the modification:

This is a no cost modification to adjust the end-date of the PSC approval. The project was delayed due to lengthy contract negotiations and scheduling issues at the Department of Public Health. The contract will now begin 1/1/2010. There was no work performed prior to 1/1/2010.

Attachment: Copy of Approved PSC Summary

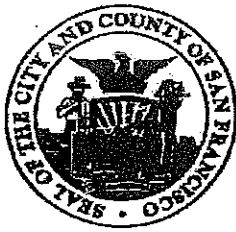
FOR DEPARTMENT OF HUMAN RESOURCES USE

DHR ACTION: ☒ Approved

Approval Date: November 9, 2009

By: *Micki Callahan*
Micki Callahan, Human Resources Director

RECEIVED BY
DEPARTMENT OF
HUMAN RESOURCES
2009 NOV -9 AM 11:34



CIVIL SERVICE COMMISSION CITY AND COUNTY OF SAN FRANCISCO

GAVIN NEWSOM
MAYOR

DONALD A. CASPER
PRESIDENT

MORGAN R. GORRINO
VICE PRESIDENT

JOY Y. BOATWRIGHT
COMMISSIONER

MARY Y. JUNG
COMMISSIONER

E. DENNIS NORMANDY
COMMISSIONER

ANITA SANCHEZ
EXECUTIVE OFFICER

April 27, 2009

NOTICE OF CIVIL SERVICE COMMISSION ACTION

**SUBJECT: REVIEW OF REQUEST FOR APPROVAL OF PROPOSED
PERSONAL SERVICES CONTRACT NUMBERS 1015-08/09; 2010-
08/09 THROUGH 2011-08/09; 4130-08/09 THROUGH 4134-08/09.**


At its meeting of April 20, 2009 the Civil Service Commission had for its consideration the above matter.

PLEASE NOTE: *It is important that a copy of this action be kept in the department files as you will need it in the future as proof of Civil Service Commission approval.*

It was the decision of the Commission to adopt the Human Resources Director's report. Notify the offices of the Controller and the Purchaser.

If this matter is subject to Code of Civil Procedure (CCP) Section 1094.5, the time within which judicial review must be sought is set forth in CCP Section 1094.6.

CIVIL SERVICE COMMISSION


ANITA SANCHEZ
Executive Officer

Attachment

c: Cynthia Avakian, Airport Commission
Micki Callahan, Human Resources Director
Jacquie Hale, Department of Public Health
Kan Htun, Arts Commission
Jennifer Johnston, Department of Human Resources
Mary Ng, Department of Human Resources
Brigette Rockett, Department of Human Resources
Commission File
Chron

POSTING FOR
April 20, 2009

RECOMMENDED APPROVAL OF PROPOSED PERSONAL SERVICES CONTRACTS

| PSC No. | Dept/No | Dept/Name | Approval Type | Contract Amount | Description of Work | Duration |
|------------|---------|-----------------------------|---------------|------------------|---|-----------|
| 1015-08/09 | 28 | Arts Commission | Annual | \$1,737,925.00 | Will perform concerts at the San Francisco Davies Symphony Hall in July-August 2009 with a free concert at a public park. This the 56th year for Summer POPS concerts. | 31-Mar-10 |
| 2010-08/09 | 81 | Department of Public Health | Continuing | \$26,000,000.00 | Will provide Pharmacy Benefits Management (PBM) services for DPH Community Behavioral Health Services (CBHS) clients by maintaining a network of pharmacies in San Francisco. | 30-Jun-14 |
| 2011-08/09 | 81 | Department of Public Health | Continuing | \$51,000,000.00 | Will provide fiscal intermediary services for DPH's Community Behavioral Health Services (CBHS) Private Provider Network (PPN) to enable emergency or urgent out-of-county services required under the San Francisco Mental Health Plan. | 30-Jun-12 |
| 2012-08/09 | 81 | Department of Public Health | Continuing | \$247,200,000.00 | Will provide an array of community based health and behavioral health services, including primary care, mental health, substance abuse treatment, managed care, maternal child and health, prevention, and community program services. | 31-Dec-10 |
| 4130-08/09 | 27 | Airport Commission | Regular | \$9,000,000.00 | Will establish pool of overseas representation partners with on-the ground representation overseas to promote Airport and San Francisco at international trade & tourism exhibitions worldwide. | 30-Jun-14 |
| 4131-08/09 | 81 | Department of Public Health | Regular | \$750,000.00 | Will provide approximately 350 to 360 hours of ophthalmology services per year to patients of Laguna Honda Hospital. | 30-Jun-18 |
| 4132-08/09 | 81 | Department of Public Health | Regular | \$1,200,000.00 | Will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health. | 31-Dec-13 |
| 4133-08/09 | 81 | Department of Public Health | Regular | \$600,000.00 | Will provide on-site, comprehensive dental services program for the residents of Laguna Honda Hospital (LHH). | 30-Jun-14 |
| 4134-08/09 | 81 | Department of Public Health | Regular | \$1,650,000.00 | Will provide portable radiology services for Tuberculosis control on an as-needed basis for the inmates of the City and County of San Francisco jail system, homeless individuals, and residents of Single Occupancy Residential (SRO) Hotels in San Francisco. | 31-Dec-19 |

PERSONAL SERVICES CONTRACT SUMMARY

DATE: 2/3/2009DEPARTMENT NAME: Public HealthDEPARTMENT NUMBER 81

TYPE OF APPROVAL: ☐ EXPEDITED ☒ REGULAR (OMIT POSTING _____)
☐ CONTINUING ☐ ANNUAL

TYPE OF REQUEST:

☒ INITIAL REQUEST ☐ MODIFICATION (PSC# _____)

TYPE OF SERVICE: To provide on-line access to consumer credit reports in order to verify patient's city residence and income in order to determine patient's eligibility for county health subsidy programs.

FUNDING SOURCE: General Funds and Hospital FundsPSC AMOUNT: \$1,200,000PSC DURATION: 5/1/2009 – 12/31/20131. DESCRIPTION OF WORK

A. Concise description of proposed work:

The Contractor will provide the Department of Public Health on-line access to commercially available consumer credit reports for potential patients and clients of the Department of Public Health. The information from these sources will be integrated in to various Department information systems.

B. Explain why this service is necessary and the consequences of denial:

The service is necessary in order to properly determine eligibility (residency and ability to pay) of clients for services in a variety of Department programs such as enrollments in DPH-Healthy San Francisco (HSF) and granting Charity/Discount Program as required by the State for needy applicants who are given services in the Department's Health Centers, San Francisco General Hospital, and Laguna Honda Hospital. Access to this service will allow DPH to more accurately screen for City residency and qualify clients according to their financial eligibility.

Denial of this service will cause unnecessary usage of the City's General Fund for applicants who may not be eligible for charity or discounts. It would also lead to inappropriate HSF enrollments of non-San Francisco residents. Further, without this tool, the Department's ability to comply with Local, State and Federal requirements for various health benefits (HSF, MediCal and Medicaid) programs are compromised.

C. Explain how this service has been provided in the past (if this service was previously approved by the Civil Service Commission, indicate most recent personal services contract approval number):

This is a new service.

D. Will the contract(s) be renewed: Yes, if there is a need and if funding is available.2. UNION NOTIFICATION: Copy of this summary is to be sent to employee organizations as appropriate (refer to instructions for specific procedures):

Local 1021

Local 21

Jacquie Hale

FEB 03 2009

Union Name

Signature of person mailing/faxing form

Date

Union Name

Signature of person mailing/faxing form

Date

RFP sent to _____, on _____

Union Name

Date

Signature

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# _____

STAFF ANALYSIS/RECOMMENDATION:

CIVIL SERVICE COMMISSION ACTION:

3. DESCRIPTION OF REQUIRED SKILLS/EXPERTISE

A. Specify required skills and/or expertise:

Access to proprietary national credit reporting databases and a proven application that interfaces with the Siemens Invision Platform.

B. Which, if any, civil service class normally performs this work?

This service is accessing external databases for information and no Civil Service class would have the needed access to the external databases to perform this work. DPH eligibility workers (2903 and 2908) will continue performing their tasks of screening and interviewing clients with this added tool available to them. IS Business Analysts 1053 and 1054 will continue to support user as they do now, on the internal IT network system.

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:

Yes, contractor will provide the Department access to proprietary on-line databases and a web-based application.

4. WHY CLASSIFIED CIVIL SERVICE CANNOT PERFORM

A. Explain why civil service classes are not applicable:

Civil services classes are not applicable because the City does not have access to consumer credit information, nor does the Department have a proven application that integrates into the existing information system.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.

No, it is not practical to adopt a new Civil Service class because, the new class would have to develop an application, get that application certified to work with the Siemens Invision Platform, and most importantly establish ongoing relationships with the various credit reporting agencies or collect, store and analyze the credit data ourselves.

5. ADDITIONAL INFORMATION (if "yes," attach explanation)

A. Will the contractor directly supervise City and County employees?

Yes

☐

No

☒

B. Will the contractor train City and County employees?

☒☐

Vendor will train Supervisors as "super" trainers for 8 hours, and eligibility staff will receive approximately 4 hours of training on how to use the system. Specifically, 2909 Hospital Eligibility Worker Supervisor, and 2903 Eligibility Worker and 2908 Hospital Eligibility Worker.

C. Are there legal mandates requiring the use of contractual services?

☐☒

D. Are there federal or state grant requirements regarding the use of contractual services?

☐☒


E. Has a board or commission determined that contracting is the most effective way to provide this service?

☐☒

F. Will the proposed work be completed by a contractor that has a current personal services contract with your department?

☐☒

THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD:


Signature of Departmental Personal Services Contract Coordinator

Jacquie Hale

554-2609

Print or Type Name

Telephone Number

101 Grove St. Rm. 307

San Francisco, CA 94102

Address

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTHDept. Code: DPHType of Request: ☐ Initial ☒ Modification of an existing PSC (PSC # 39475 - 14/15)Type of Approval: ☐ Expedited ☒ Regular ☐ Annual ☐ Continuing ☐ (Omit Posting)Type of Service: EVALISYS Patient Classification System Support and Ongoing MaintenanceFunding Source: General FundPSC Original Approved Amount: \$58,050PSC Original Approved Duration: 04/01/15 - 03/31/18 (3 years)PSC Mod#1 Amount: \$495,000PSC Mod#1 Duration: 04/01/18-10/31/18 (30 weeks 4 days)PSC Cumulative Amount Proposed: \$553,050PSC Cumulative Duration Proposed: 3 years 30 weeks**1. Description of Work****A. Scope of Work/Services to be Contracted Out:**

Contractor will provide maintenance and support related to the implementation of any upgrades needed for the EVALISYS Patient Classification System (PCS) and ongoing maintenance of the PCS. The PCS System helps San Francisco General Hospital maintain compliance with required patient-nursing ratios according to patient acuity.

Scope Change

Contractor will provide objective interval sampling observations of actual staff time by patient acuity level, staff level, service area and shift on selected study units. Patient classification acuity system validity and reliability will be directly assessed by uni/service area and shift, as will overall compliance with Title XXII's staffing related requirements. Staff utilization effectiveness, staffing adequacy, and service quality perceptions will also be evaluated.

B. Explain why this service is necessary and the consequence of denial:

A valid and reliable Patient Classification System is required by law (Title 22 California Code of Regulations Division 5, Sect. 70053.2) to assess the nursing care needs of patients so that staffing targets (nursing-to-patient ratios) may be assigned for each hospital unit and shift in order to supplement the mandated minimum nurse-to-patient ratios in acute care hospitals. Failure to meet Title 22 regulations will result in adverse audit findings and fines.

C. Has this service been provided in the past? If so, how? If the service was provided under a previous PSC, attach copy of the most recently approved PSC.

Services have been provided in the past through earlier PSC request. See 39475 - 14/15

D. Will the contract(s) be renewed?

Yes, if funding is available.

E. If this is a request for a new PSC in excess of five years, or if your request is to extend (modify) an existing PSC by another five years, please explain why:

2. Reason(s) for the Request

A. Display all that apply

☒ Services that require resources that the City lacks (e.g., office space, facilities or equipment with an operator).

Explain the qualifying circumstances:

The City does not have access to proprietary source code necessary for system support and upgrades.

B. Reason for the request for modification:

to add a scope of work, increase the amount and extend the term

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise: A proven software product to assess and monitor patient acuity levels in hospitals. Computer programming skills and knowledge of acuity and staffing issues at a major healthcare facility.

B. Which, if any, civil service class(es) normally perform(s) this work? 1023, IS Administrator 3; 1024, IS Administrator-Supervisor;

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If so, explain: Yes, access to upgrades are only available through the manufacturer of the software.

4. If applicable, what efforts has the department made to obtain these services through available resources within the City?

Not Applicable

5. Why Civil Service Employees Cannot Perform the Services to be Contracted Out

A. Explain why civil service classes are not applicable.

City staff do not have access to the proprietary source code.

B. If there is no civil service class that could perform the work, would it be practical and/or feasible to adopt a new civil service class to perform this work? Explain: No, any civil service class would have not access to the vendor's proprietary source code.

6. Additional Information

A. Will the contractor directly supervise City and County employee? If so, please include an explanation.

No.

- B. Will the contractor train City and County employees and/or is there a transfer of knowledge component that will be included in the contract? If so, please explain what that will entail; if not, explain why not.

As needed to facilitate vendor maintenance of proprietary software.

- C. Are there legal mandates requiring the use of contractual services?

No.

- D. Are there federal or state grant requirements regarding the use of contractual services? If so, please explain and include an excerpt or copy of any such applicable requirement.

No.

- E. Has a board or commission determined that contracting is the most effective way to provide this service? If so, please explain and include a copy of the board or commission action.

No.

- F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? If so, please explain.

No.

7. **Union Notification:** On 01/11/16, the Department notified the following employee organizations of this PSC/RFP request:

Professional & Tech Engrs, SFAPP; Professional & Tech Engrs, Local 21; Prof & Tech Eng, Local 21;

☒ I CERTIFY ON BEHALF OF THE DEPARTMENT THAT THE INFORMATION CONTAINED IN AND ATTACHED TO THIS FORM IS COMPLETE AND ACCURATE:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307, San Francisco, CA 94103

FOR DEPARTMENT OF HUMAN RESOURCES USE

PSC# 39475 - 14/15

DHR Analysis/Recommendation:

Civil Service Commission Action:

Commission Approval Required

DHR Approved for 03/07/2016

Receipt of Union Notification(s)

From: dhr-psccordinator@sfgov.org on behalf of jacquie.hale@sfdph.org
Sent: Monday, January 11, 2016 12:40 PM
To: Hale, Jacquie (DPH); amakayan@ifpte21.org; L21PSCReview@ifpte21.org;
brenda_mendieta@sfdph.org; DHR-PSCCoordinator, DHR (HRD); Isen, Richard (TIS)
Subject: Receipt of Modification Request to PSC # 39475 - 14/15 - MODIFICATIONS

PSC RECEIPT of Modification notification sent to Unions and DHR

The PUBLIC HEALTH -- DPH has submitted a modification request for a Personal Services Contract (PSC) for \$495,000 for services for the period November 1, 2015 – October 31, 2018. For all Modification requests, there is a 7-Day noticed to the union(s) prior to DHR Review.

If SEIU is one of the unions that represents the classes you identified in the initial PSC and the cumulative amount of the request is over \$100,000, there is a 60 day review period for SEIU

After logging into the system please select link below:

<http://apps.sfgov.org/dhrdrupal/node/6295>

Email sent to the following addresses: L21PSCReview@ifpte21.org amakayan@ifpte21.org

Additional Attachment(s)

§70053.2. Patient Classification System

- (a) Patient classification system means a method for establishing staffing requirements by unit, patient, and shift that includes: (1) A method to predict nursing care requirements of individual patients.
- (2) An established method by which the amount of nursing care needed for each category of patient is validated for each unit and for each shift.
- (3) An established method to discern trends and patterns of nursing care delivery by each unit, each shift, and each level of licensed and unlicensed staff.
- (4) A mechanism by which the accuracy of the nursing care validation method described in (a)(2) above can be tested. This method will address the amount of nursing care needed, by patient category and pattern of care delivery, on an annual basis, or more frequently, if warranted by the changes in patient populations, skill mix of the staff, or patient care delivery model.
- (5) A method to determine staff resource allocations based on nursing care requirements for each shift and each unit.
- (6) A method by which the hospital validates the reliability of the patient classification system for each unit and for each shift.

§70217. Nursing Service Staff

- (a) Hospitals shall provide staffing by licensed nurses, within the scope of their licensure in accordance with the following nurse-to-patient ratios. Licensed nurse means a registered nurse, licensed vocational nurse and, in psychiatric units only, a licensed psychiatric technician. Staffing for care not requiring a licensed nurse is not included within these ratios and shall be determined pursuant to the patient classification system....

(b) In addition to the requirements of subsection (a), the hospital shall implement a patient classification system as defined in Section 70053.2 above for determining nursing care needs of individual patients that reflects the assessment, made by a registered nurse as specified at subsection 70215(a)(1), of patient requirements and provides for shift-by-shift staffing based on those requirements. The ratios specified in subsection (a) shall constitute the minimum number of registered nurses, licensed vocational nurses, and in the case of psychiatric units, licensed psychiatric technicians, who shall be assigned to direct patient care. Additional staff in excess of these prescribed ratios, including non-licensed staff, shall be assigned in accordance with the hospital's documented patient classification system for determining nursing care requirements, considering factors that include the severity of the illness, the need for specialized equipment and technology, the complexity of clinical judgment needed to design, implement, and evaluate the patient care plan, the ability for self-care, and the licensure of the personnel required for care. The system developed by the hospital shall include, but not be limited to, the following elements:

- (1) Individual patient care requirements.
- (2) The patient care delivery system.
- (3) Generally accepted standards of nursing practice, as well as elements reflective of the unique nature of the hospital's patient population.
- (c) A written staffing plan shall be developed by the administrator of nursing service or a designee, based on patient care needs determined by the patient classification system. The staffing plan shall be developed and implemented for each patient care unit and shall specify patient care requirements and the staffing levels for registered nurses and other

licensed and unlicensed personnel. In no case shall the staffing level for licensed nurses fall below the requirements of subsection (a). The plan shall include the following:

(1) Staffing requirements as determined by the patient classification system for each unit, documented on a day-to-day, shift-by-shift basis.

(f) The reliability of the patient classification system for validating staffing requirements shall be reviewed at least annually by a committee appointed by the nursing administrator to determine whether or not the system accurately measures patient care needs...

(h) If the review reveals that adjustments are necessary in the patient classification system in order to assure accuracy in measuring patient care needs, such adjustments must be implemented within thirty (30) days of that determination.

(i) Hospitals shall develop and document a process by which all interested staff may provide input about the patient classification system, the system's required revisions, and the overall staffing plan.

PERSONAL SERVICES CONTRACT SUMMARY ("PSC FORM 1")

Department: PUBLIC HEALTH – DPH Dept. Code: DPHType of Request: ☒ Initial ☐ Modification of an existing PSC (PSC # _____)Type of Approval: ☒ Expedited ☐ Regular (☐ Omit Posting)Type of Service: EVALISYS Patient Classification System Support and Ongoing MaintenanceFunding Source: General Fund PSC Duration: 3 years
PSC Amount: \$58,050 PSC Est. Start Date: 04/01/2015 PSC Est. End Date: 03/31/2018**1. Description of Work****A. Scope of Work:**

Contractor will provide maintenance and support related to the implementation of any upgrades needed for the EVALISYS Patient Classification System (PCS) and ongoing maintenance of the PCS. The PCS System helps San Francisco General Hospital maintain compliance with required patient-nursing ratios according to patient acuity.

B. Explain why this service is necessary and the consequence of denial:

A valid and reliable Patient Classification System is required by law (Title 22 California Code of Regulations Division 5, Sect. 70053.2) to assess the nursing care needs of patients so that staffing targets (nursing-to-patient ratios) may be assigned for each hospital unit and shift in order to supplement the mandated minimum nurse-to-patient ratios in acute care hospitals. Failure to meet Title 22 regulations will result in adverse audit findings and fines.

C. Has this service been provided in the past. If so, how? If the service was provided via a PSC, provide the most recently approved PSC # and upload a copy of the PSC.
PSC 3033-12/13

D. Will the contract(s) be renewed? Yes, if funding is available.

2. Union Notification: On 03/23/2015, the Department notified the following employee organizations of this PSC/RFP request: Professional & Tech Engrs, SFAPP, Professional & Tech Engrs, Local 21, Prof & Tech Eng, Local 21,

FOR DEPARTMENT OF HUMAN RESOURCES USEPSC# 39475 - 14/15

DHR Analysis/Recommendation:

Commission Approval Not Required

Approved by DHR on 06/02/2015

3. Description of Required Skills/Expertise

A. Specify required skills and/or expertise:

A proven software product to assess and monitor patient acuity levels in hospitals. Computer programming skills and knowledge of acuity and staffing issues at a major healthcare facility.

B. Which, if any, civil service class(es) normally perform(s) this work?
1023, 1024,

C. Will contractor provide facilities and/or equipment not currently possessed by the City? If yes, explain:
Yes, access to upgrades are only available through the manufacturer of the software.

4. Why Classified Civil Service Cannot Perform

A. Explain why civil service classes are not applicable:

City staff do not have access to the proprietary source code.

B. Would it be practical to adopt a new civil service class to perform this work? Explain.
No, any civil service class would have not access to the vendor's proprietary source code.

5. Additional Information (if "yes", attach explanation)

| | YES | NO |
|---|-------------------------------------|-------------------------------------|
| A. Will the contractor directly supervise City and County employee? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| B. Will the contractor train City and County employee? As needed to facilitate vendor maintenance of proprietary software. | <input checked="" type="checkbox"/> | <input type="checkbox"/> |
| C. Are there legal mandates requiring the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| D. Are there federal or state grant requirements regarding the use of contractual services? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| E. Has a board or commission determined that contracting is the most effective way to provide this service? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |
| F. Will the proposed work be completed by a contractor that has a current PSC contract with your department? | <input type="checkbox"/> | <input checked="" type="checkbox"/> |

☒ THE ABOVE INFORMATION IS SUBMITTED AS COMPLETE AND ACCURATE ON BEHALF OF THE DEPARTMENT HEAD
ON 05/21/2015 BY:

Name: Jacquie Hale Phone: (415) 554-2609 Email: jacquie.hale@sfdph.org

Address: 101 Grove Street, Room 307 San Francisco, CA 94103